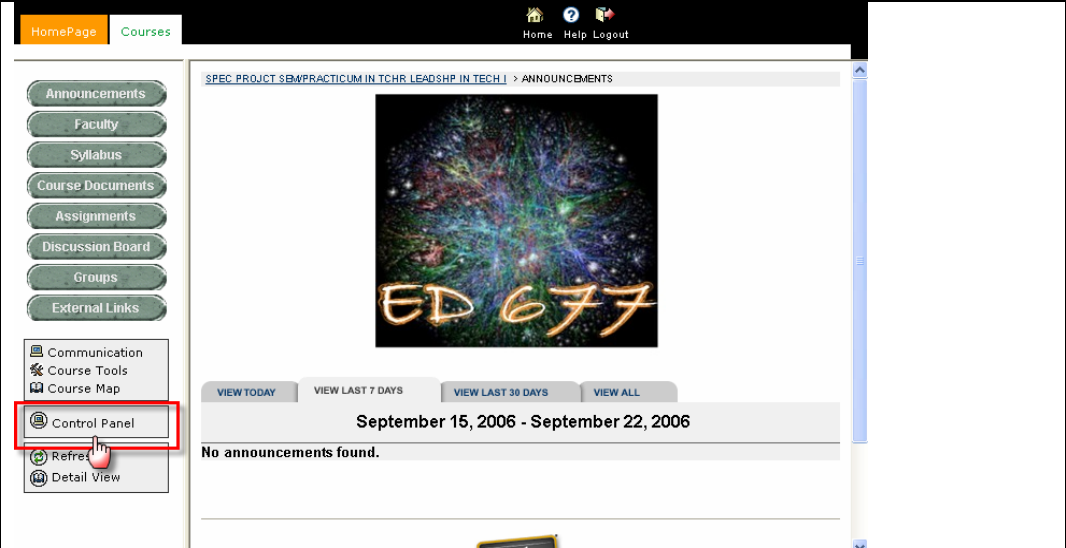


# Control Panel: Copy & Archive Goucher College

## Access to Course Options

From the **Announcements** page  
Click on the **Control Panel** link

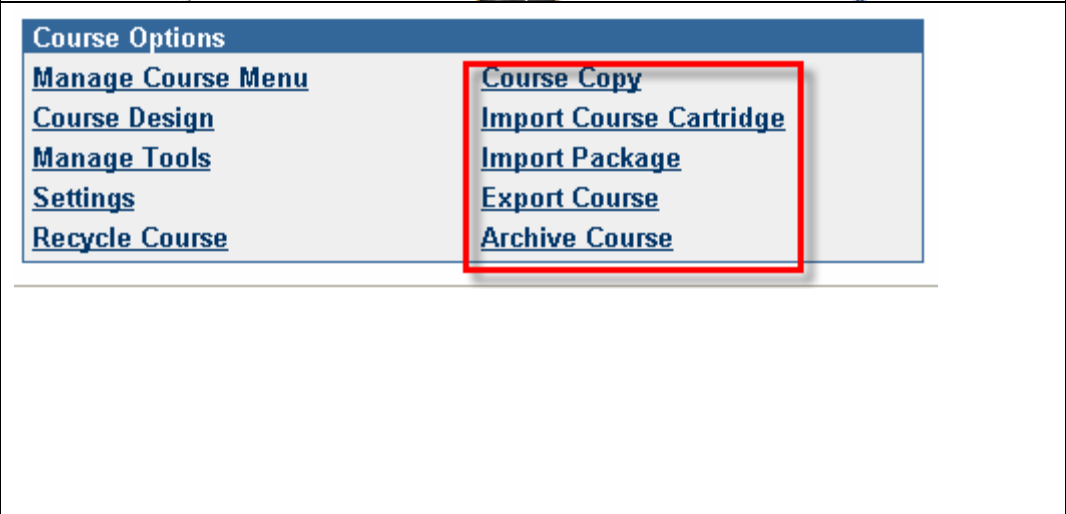
*Note: You should be in the course you would like copied*



Inside the **Control Panel**

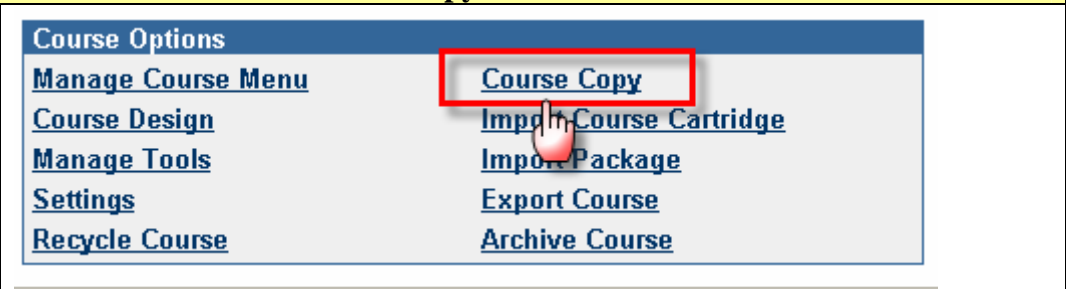
Look for the **Course Options** area

*Note: This module will explain **Course Copy**, **Archive Course** and **Import an Archived Course**.*




## Course Copy

Click on the **Course Copy** link



The **Course Copy** page opens

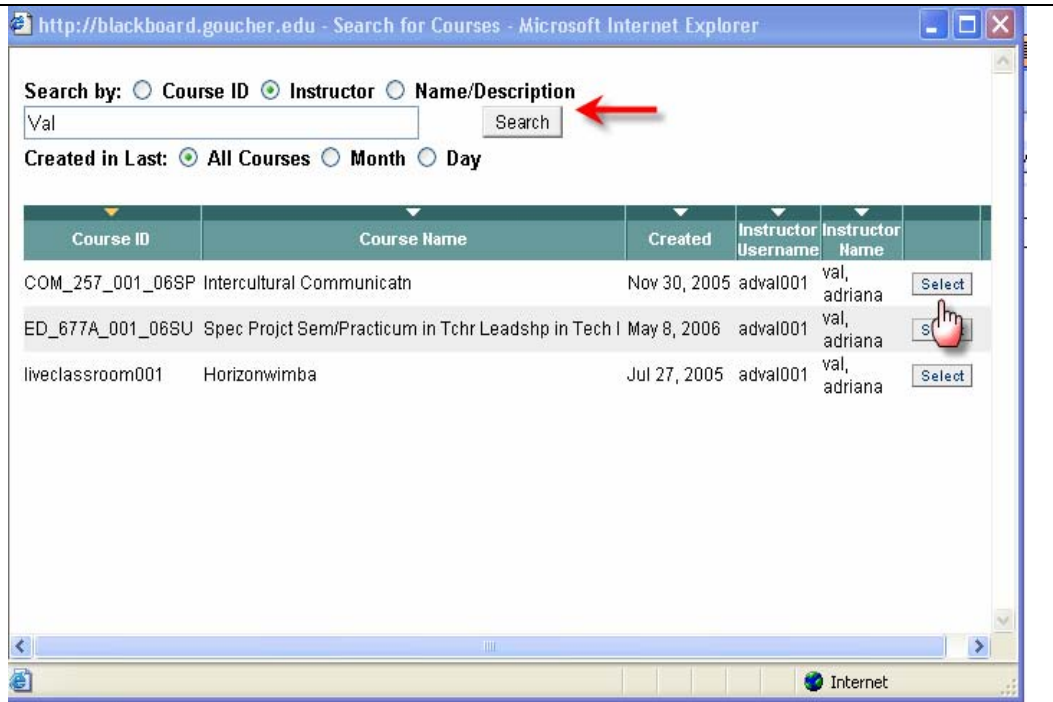


<p><b>Copy Course Materials into a New Course</b> is not available to instructors</p>	<p>SPEC PROJECT SBWPRACTICUM IN TCHR LEADSHP IN TECH I &gt; CONTROL PANEL &gt; C</p> <p> <b>Copy Course</b></p> <hr/> <ul style="list-style-type: none"> <li>▶ <a href="#">Copy Course Materials into a New Course</a></li> <li>▶ <a href="#">Copy Course Materials into an Existing Course</a></li> </ul>
<p><b>Copy Course Materials into an Existing Course</b> adds to an existing course, materials from another course.</p>	<p>SPEC PROJECT SBWPRACTICUM IN TCHR LEADSHP IN TECH I &gt; CONTROL PANEL &gt; C</p> <p> <b>Copy Course</b></p> <hr/> <ul style="list-style-type: none"> <li>▶ <a href="#">Copy Course Materials into a New Course</a></li> <li>▶ <a href="#">Copy Course Materials into an Existing Course</a></li> </ul>
<p>Select <b>Copy Course Materials into an Existing Course</b></p>	<p>SPEC PROJECT SBWPRACTICUM IN TCHR LEADSHP IN TECH I &gt; CONTROL PANEL &gt; C</p> <p> <b>Copy Course</b></p> <hr/> <ul style="list-style-type: none"> <li>▶ <a href="#">Copy Course Materials into a New Course</a></li> <li>▶ <a href="#">Copy Course Materials into an Existing Course</a></li> </ul> 
<p>The <b>Copy Course Materials into an Existing Course</b> page opens</p> <p>Browse to find the course to which you want to copy the content.</p> <p>Or you may type the course ID if you have it (i.e. ED_677_001_06FA). It needs to be an exact ID for it to work.</p>	<p> <b>Copy Course Materials into an Existing Course</b></p> <hr/> <p>Appropriate privileges are needed to copy materials to a destination.</p> <p><b>1 Course Selection</b></p> <p>* Destination Course ID <input type="text"/> <input type="button" value="Browse..."/></p> 

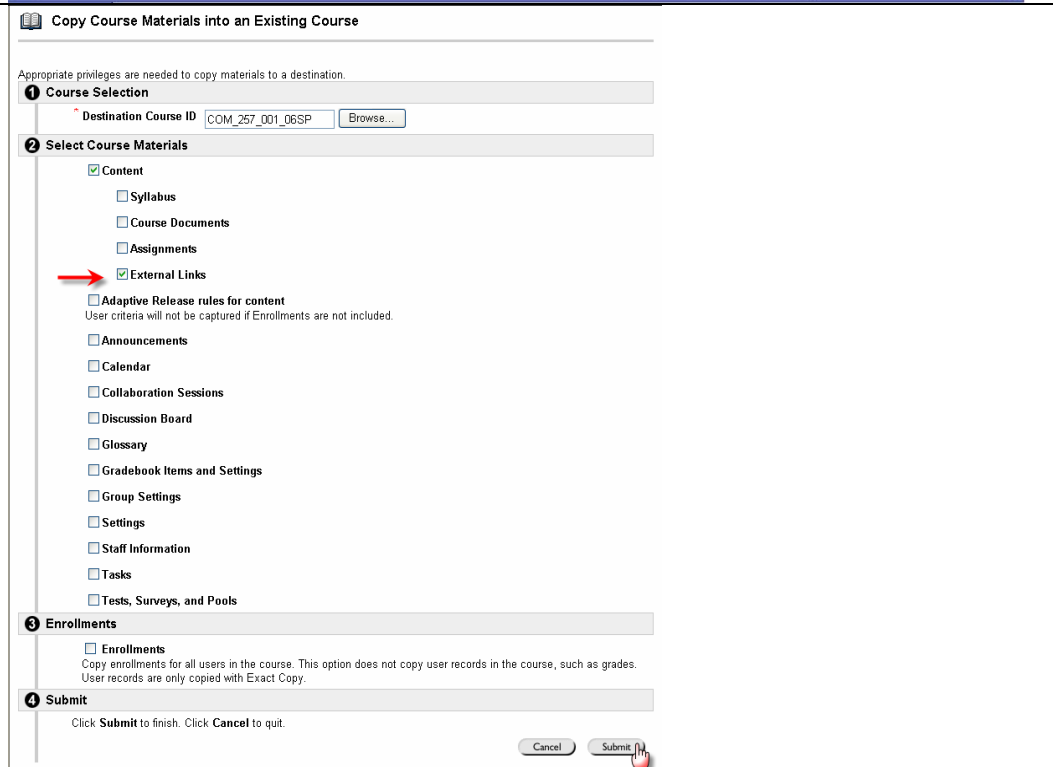
You may search by **Course ID**, **Instructor**, or **Name/Description**

To search by instructor:

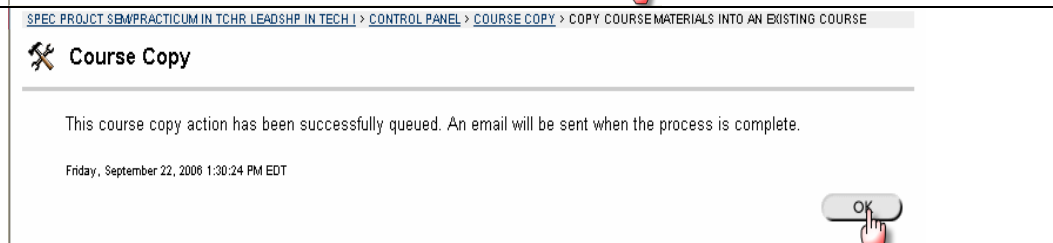
1. Select the **Instructor** button
2. Type the instructor's last name in the search field
3. Click on **Search**
4. Click **Select** from the list of courses, to select the desired course





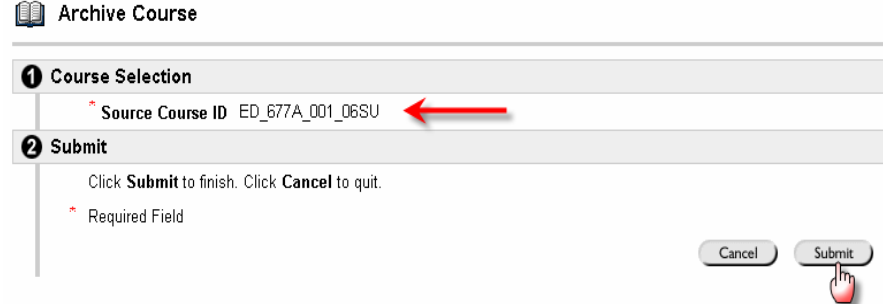
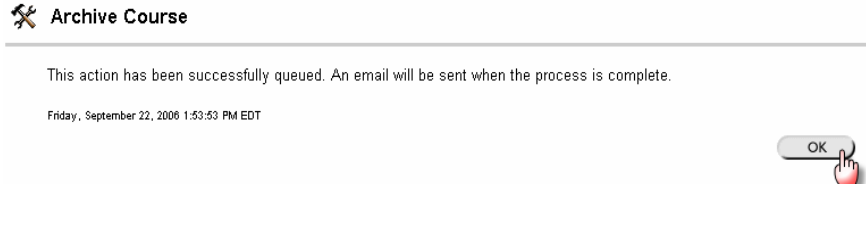
Select the course materials to copy  
Click **Submit**



A **Receipt** is given  
Click **OK**  
You will get an email when the process is complete.



## Archive Course

<p>Click on <b>Archive Course</b></p>	 <p><b>Course Options</b></p> <ul style="list-style-type: none"><li><a href="#">Manage Course Menu</a></li><li><a href="#">Course Design</a></li><li><a href="#">Manage Tools</a></li><li><a href="#">Settings</a></li><li><a href="#">Recycle Course</a></li><li><a href="#">Course Copy</a></li><li><a href="#">Import Course Cartridge</a></li><li><a href="#">Import Package</a></li><li><a href="#">Export Course</a></li><li><a href="#">Archive Course</a></li></ul>
<p>The <b>Export/Archive Manager</b> page opens</p> <p>Click on <b>Archive</b></p> <p><i>Note: Export is only used to export some parts of a course to another course.</i></p>	 <p>SPEC PROJECT SEM/PRACTICUM IN TCHR LEADSHIP IN TECH   &gt; CONTROL PANEL &gt; EXPORT/ARCHIVE</p> <h3>Export/Archive Manager</h3> <p><a href="#">Export</a> <a href="#">Archive</a></p> <p>No packages exist for this course.</p> <p>OK</p>
<p>The <b>Archive Course</b> page opens</p> <p>Click <b>Submit</b></p>	 <h3>Archive Course</h3> <ol style="list-style-type: none"><li><b>Course Selection</b><ul style="list-style-type: none"><li>* Source Course ID ED_677A_001_06SU</li></ul></li><li><b>Submit</b><p>Click <b>Submit</b> to finish. Click <b>Cancel</b> to quit.</p><p>* Required Field</p></li></ol> <p>Cancel Submit</p>
<p>A <b>Receipt</b> is given. An email is sent when the process is complete. Click <b>OK</b></p>	 <h3>Archive Course</h3> <p>This action has been successfully queued. An email will be sent when the process is complete.</p> <p>Friday, September 22, 2006 1:53:53 PM EDT</p> <p>OK</p>

Example of an email confirming the **Archive Process**.

To download a copy, go to **Control Panel**, then **Archives**.

Archive: ED\_677A\_001\_06SU

franwhite@goucher.edu

To: Val, Adriana

To: adriana val

Archive: ED\_677A\_001\_06SU

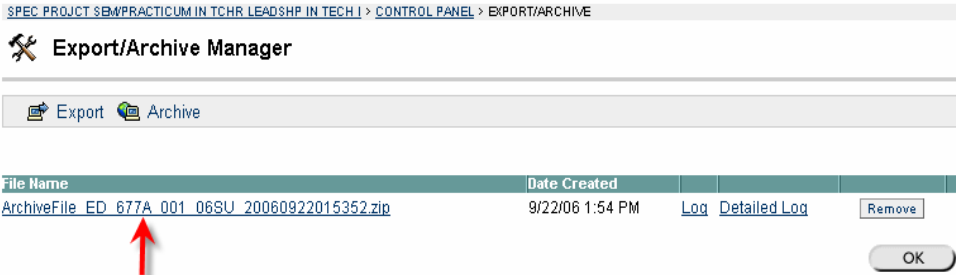
The operation has completed. The file may be downloaded from the Control Panel.

The results of the process are shown below.

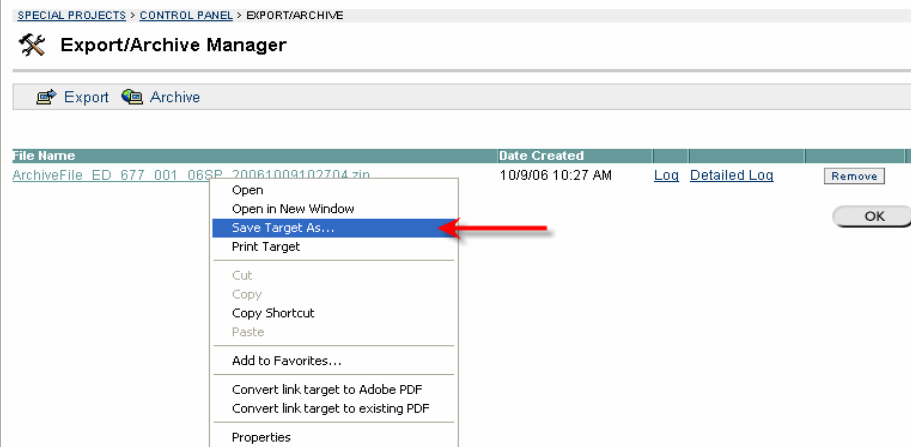
Sep 22, 2006 1:54:06 PM - Status: The operation archive has completed.

The archived copy is saved in the **Export/Archive Manager**. You may not see the contents, but you can upload the file to a new course shell. New shells are created by the system's administrator.

*Note: Courses are kept on the server, and most of the time you will use only the copy function.*

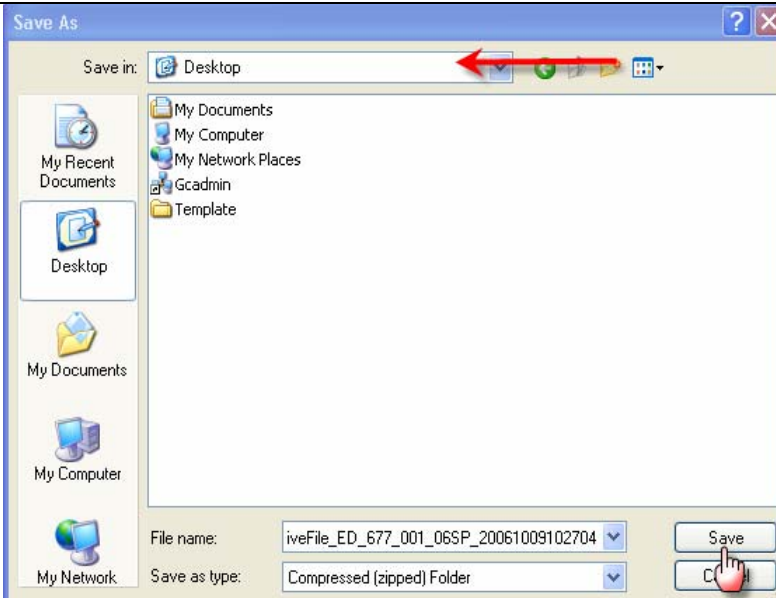


To save the content to your hard drive, Right click on the archived file and select **Save Target As** to save a copy to your desktop.



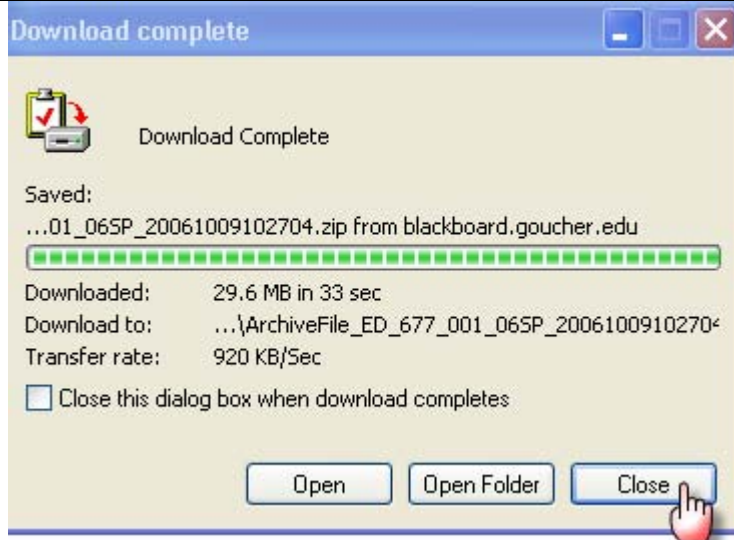
Select **Desktop**,  
and Click on  
**Save**

*Note: The  
archive is a zip  
file.*

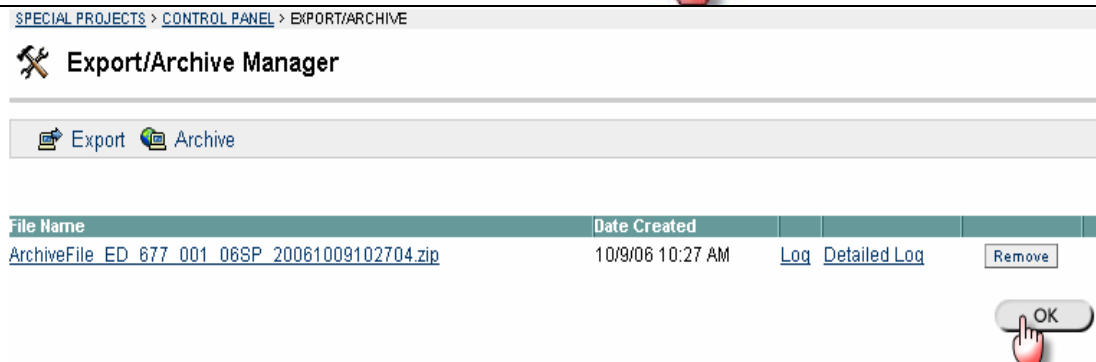


When the  
download is  
complete, click  
on Close.

*Note: This file  
can only be used  
to upload its  
content to a  
Blackboard  
course.*



Click **OK** to exit



## Import

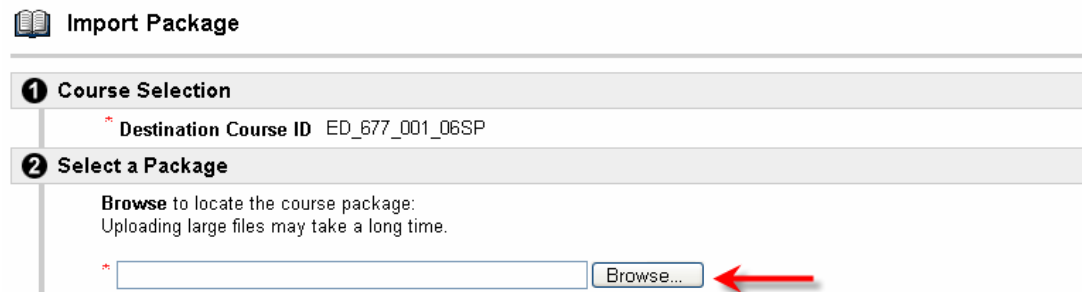
From the Control Panel, Course Options, select **Import Package**.

*Note: You need to be inside the shell (course) to which you need to upload the content of the archived course.*



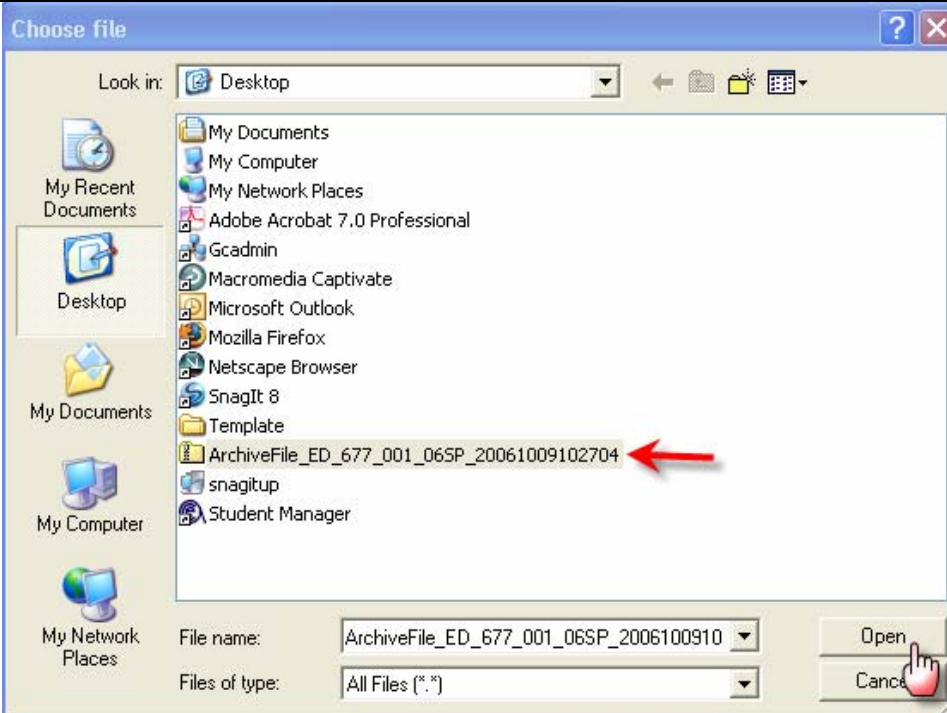
The **Import Package** page opens.

Click on **Browse** to locate your file



The **Choose file** window opens.

Select the file and click **Open**



<p>The selected file appears with the correct path to be uploaded.</p> <p>Select all the materials to include in the import process.</p> <p>Click <b>Submit</b></p> <p><i>Note: Archives are files that contain everything at the time the course is archived.</i></p>	<p>SPECIAL PROJECTS &gt; CONTROL PANEL &gt; IMPORT PACKAGE</p> <p><b>Import Package</b></p> <p><b>1 Course Selection</b></p> <p>* Destination Course ID ED_677_001_06SP</p> <p><b>2 Select a Package</b></p> <p>Browse to locate the course package: Uploading large files may take a long time.</p> <p>C:\Documents and Settings\adva001\Desktop\ArchiveFile\ Browse...</p> <p><b>3 Select Course Materials</b></p> <p>Select materials to include in the import process. To recreate a course from an archive package, including user records, use Restore instead of Import.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Content</li> <li><input checked="" type="checkbox"/> Adaptive Release rules for content</li> <li><input checked="" type="checkbox"/> Announcements</li> <li><input checked="" type="checkbox"/> Calendar</li> <li><input checked="" type="checkbox"/> Collaboration Sessions</li> <li><input checked="" type="checkbox"/> Discussion Board</li> <li><input checked="" type="checkbox"/> Glossary</li> <li><input checked="" type="checkbox"/> Gradebook Items and Settings</li> <li><input checked="" type="checkbox"/> Group Settings</li> <li><input checked="" type="checkbox"/> Settings</li> <li><input checked="" type="checkbox"/> Staff Information</li> <li><input checked="" type="checkbox"/> Tasks</li> <li><input checked="" type="checkbox"/> Tests, Surveys, and Pools</li> </ul> <p><b>4 Submit</b></p> <p>Click <b>Submit</b> to finish. Click <b>Cancel</b> to quit.</p> <p>* Required Field</p> <p>Cancel Submit</p>
<p>Recreate</p>	<p>Instructors do not have access to the <b>Recreate</b> feature suggested in the above page.</p>
<p>Archive</p>	<p>The <b>Archive</b> feature is useful if instructors need to keep the content of a course that is going to be deleted from the Blackboard System.</p>

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