

HOW TO BACK UP YOUR BLACKBOARD COURSE CONTENT

After teaching and developing a course using Blackboard, it is always a good idea to save your content onto your computer for your own record and reuse.

WHAT SHOULD YOU BACK UP?

What you choose to back up depends on what you plan to reuse. Consider backing up the following:

- Your course grade book (**highly recommended**).
- Any files you have used that you wish to keep.
- Student discussion postings.
- Uploaded student assignment submissions.
- Online quizzes you have developed.
- Assignment descriptions.

BACKING UP THE GRADE BOOK

If you back up nothing else, you should at least back up your course grade book so that you have a record in the event of a grade challenge or similar inquiry. To back up the grade book:

1. Login to your Blackboard course and go to the **Teach** tab.
2. Select the **Grade Book** link (📊).
3. Go to the **View All** tab of the grade book.
4. Click the **Export to Spreadsheet** button.
5. Review the options you are presented (if in doubt, stick with the defaults), and then click the **Export** button.
6. Save the file to your computer.

Note: If the file is saved in *comma delimited*, or CSV format, it should open directly in Microsoft Excel.

Why back up your content?

1. Blackboard won't keep it forever

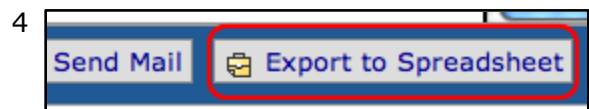
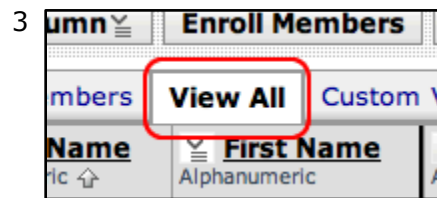
A course will stay in Blackboard for only a year and a semester before it is archived and removed.

2. Grade challenges happen

A student has two years to challenge his or her grade. A record of student performance can be a useful reference and support.



3. Systems change

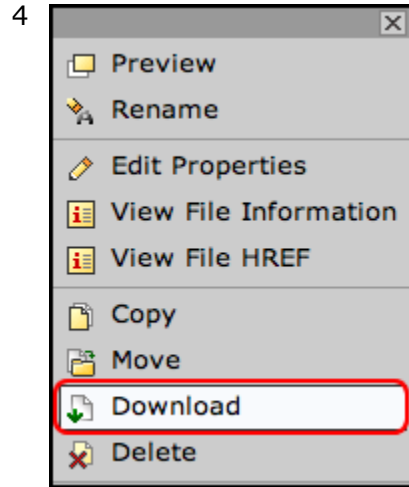
Technology is constantly evolving. In time, you could be teaching on a new or upgraded system—either at this institution or elsewhere. If you save your content in its original form, odds are you will be better prepared for change.



BACKING UP COURSE FILES

Files used in a Blackboard course are saved in the file manager. The most basic way to download files from the file manager to your computer is as follows:

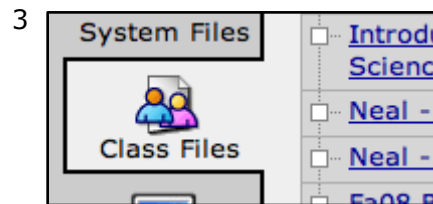
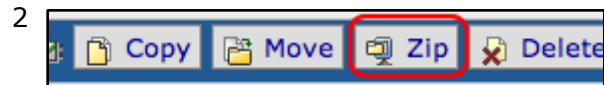
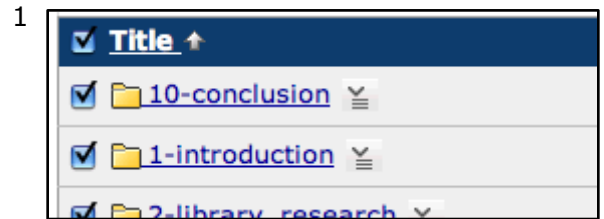
1. Login to your Blackboard course and go to the **Build** tab.
2. Select the **File Manager** link ().
3. Click the Action Link button () next to a file you wish to download.
4. Select **Download** from the options menu.
5. Save the file to your computer.
6. Repeat these steps for any additional files you wish to save.



BULK DOWNLOAD METHODS

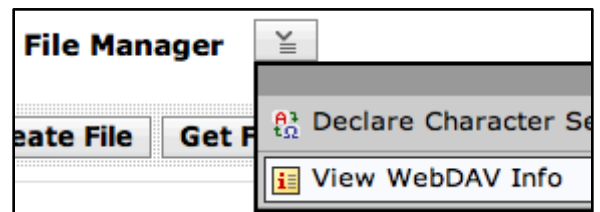
If you have a lot of files and you want to download them at once, you have two options:

- Use the **Zip** feature.
 1. Check the **checkbox** next to all files and folders you want to save.
 2. Click the **Zip** button at the bottom of the file manager.
 3. Save the zip file to your **Class Files** or **My Files** space.
 4. Download the zip file from your **Class Files** or **My Files** space onto your computer.



- Use **WebDAV**

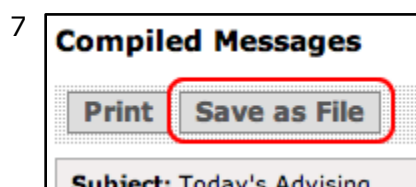
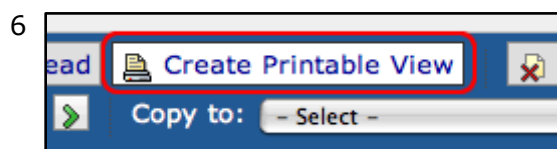
If you are comfortable connecting to a server using WebDAV, look for the WebDAV URL in the large Action Link button next to the main File Manager heading. Using WebDAV, you can connect to the File Manager from Dreamweaver or similar programs or from the Finder on a Mac. If you use Windows Internet Explorer, you will find an additional **Open as Web Folder** option when you go to view WebDAV info.



ARCHIVING DISCUSSIONS

To save student discussions for later reference, observe the following steps:

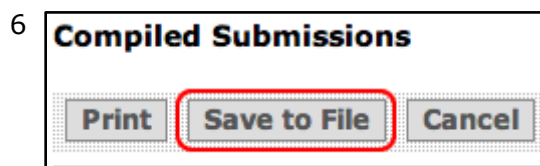
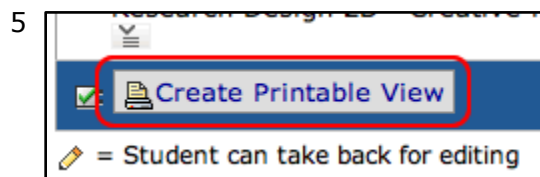
1. Login to your Blackboard course and go to the **Teach** tab.
2. Select the **Discussions** link (✎).
3. Click into a **discussion topic** you wish to save.
4. Click the **Expand All** button to show all discussion postings.
5. Check the **checkbox** next to each post you wish to save.
6. Scroll down to the bottom of the screen and select the **Create Printable View** button.
7. All selected discussions will appear in a new window. Click the **Save as File** button at the top of the window to save the discussions to your computer.
8. Repeat these steps for additional topics you wish to archive.



ARCHIVING ASSIGNMENT SUBMISSIONS

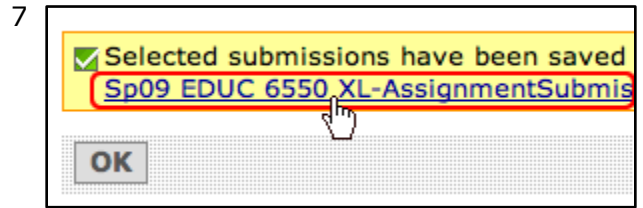
You can also save student assignment submissions using the following steps:

1. Login to your Blackboard course and go to the **Teach** tab.
2. Select the **Assignment Dropbox** link (📁).
3. Display the assignment submissions you wish to archive (if in doubt, go to the **All** tab and choose to view by "All Assignments").
4. Check the **checkbox** next to each assignment you want to save.
5. Scroll to the bottom of the screen and select the **Create Printable View** button.
6. A list of compiled submissions will appear. Click the **Save to File** button.



- You will be shown a confirmation that the selected submissions have been saved. Click the link below the confirmation to download a zip file containing students' comments and attached files.

Note that the zip file will also be saved in your **My Files** space. You should delete the file from this space after downloading it, since surpassing your allotted storage capacity in **My Files** is known to cause problems uploading files into Blackboard. You can access **My Files** by going to the **Content Manager** tab from the main Blackboard course list page.

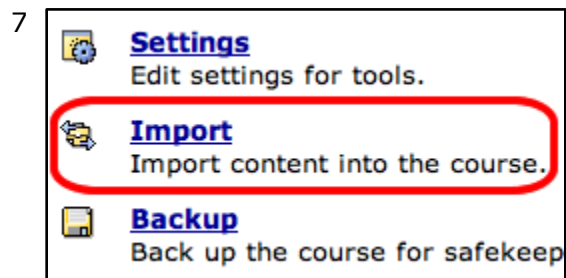
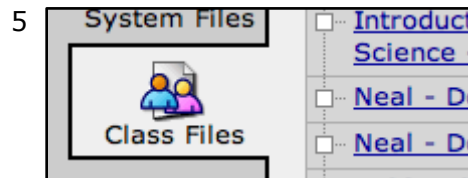
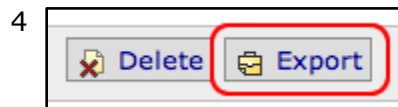
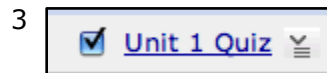


SAVING ONLINE ASSESSMENTS

To save an online assessment in a zip format that can later be imported into Blackboard (CE or Vista licenses only), use the following steps:

- Login to your Blackboard course and go to the **Build** tab.
- Select the **Assessments** link (📁).
- Check the **checkbox** next to the assessments you wish to export.
- Scroll to the bottom of the screen and click the **Export** button.
- Save the file to your **Class Files** or **My Files** space.
- Download the file from your **Class Files** or **My Files** space to your computer.
- Keep archived quizzes saved on your computer in their zipped format. If you ever need to restore the quiz to a Blackboard course, you can do so using the **Import** option under the **Manage Course** link.

Note that you can only import the zip file into CE or Vista versions of Blackboard—not the Blackboard Academic Suite or Blackboard Learn,s versions 9 or above. USU currently uses Blackboard Vista.



OTHER OPTIONS: RESPONDUS

You can also download assessments from your course using the Respondus software. Respondus will save each assessment in format that is proprietary to the Respondus software, which Respondus can then publish to multiple learning management systems (such as Moodle, Angel, Blackboard Academic Suite, and more). It can also produce a printable soft copy of your assessment. Copies of Respondus are freely available to USU instructors through the Utah Education Network. For information on obtaining a copy of Respondus, please contact your department’s assigned instructional designer at IT-FACT.



ARCHIVING ASSIGNMENT DESCRIPTIONS

Unfortunately, Blackboard does not provide a one-click export option for assignments like it does for other tools. To save an assignment description, your best option is to open a Word or text document and then copy and paste the text you have entered for the assignment. If you have used HTML for the assignment description, paste the raw HTML code into a text editor (such as Windows notepad or Word Pad or Mac Text Edit) and save the file as a .html file. This will preserve your basic HTML formatting.

QUESTIONS?

You may have additional questions. If so, please contact the instructional designer at IT-FACT who is assigned to work with your department. For contact information, see <http://it.usu.edu/fact/htm/contact-us>.