

Welcome to "ITS Technology Tips," where we bring you some useful information about the technology here at Loyola and effective ways to use the technology. Remember to visit the weekly [Tech Tips Blog](#) for the latest tips and the [Technology Tips Archive](#), to find all Tech Tips in PDF format, categorized for easy access.

## **Blackboard Tip for Faculty: Backing up your Blackboard Courses**

After one year and one semester, older Blackboard courses are removed from the server. The processes to remove old Blackboard courses from the system will occur on May 12, 2008 in time for the planned upgrade of Blackboard 7.3 to Blackboard 8.0 on May 15, 2008. Following the removal process, only courses taught within the last 18 months will appear among Faculty members' lists of courses.

For this week's tech tip, we offer instructions and important guidelines so that instructors may effectively back-up Blackboard course content. The **Export Course** feature in Blackboard enables instructors to download a .ZIP of course materials that can be imported into another Blackboard course and reused.

### **Downloading the Gradebook**

Export packages, created with the Export Course feature, are .ZIP files that contain course materials, but not student records. For instructors who are using the Blackboard gradebook, a separate back-up of the gradebook is essential. Downloading the gradebook is a procedure that should be performed several times each semester while the course is active and is especially important at the end of the term; this download procedure ensures that the faculty member has an accurate record of all students' grades.

For complete instructions, see the previous Loyola Tech Tip on how to back-up your gradebook: [http://www.luc.edu/its/pdfs/Ttips-2007-11-30\\_Blackboard\\_Gradebook\\_PPT.pdf](http://www.luc.edu/its/pdfs/Ttips-2007-11-30_Blackboard_Gradebook_PPT.pdf)

### **Exporting a Blackboard Course**

The Export/Import Course option allows you to make a backup of your course content and then import the content into your new course. Materials from an export can be accessed **only** from within Blackboard. After you have exported a course, the next time you need to use it you can import the entire course or selected parts of the course.

Export/Import instructions: [http://www.luc.edu/its/pdfs/bb\\_Export\\_Import\\_Blackboard\\_Courses.pdf](http://www.luc.edu/its/pdfs/bb_Export_Import_Blackboard_Courses.pdf)

Flash video tutorial on the Export/Import process:

[http://www.luc.edu/its/media/NarratedTutorials/Exporting-Importing\\_Course.swf](http://www.luc.edu/its/media/NarratedTutorials/Exporting-Importing_Course.swf)

### **Course Copy**

You may also use the Course Copy process to copy materials from one Blackboard course directly into another existing course. This process will not provide a backup of your course; to make a backup, you will need to use the Export feature referenced above.

Course Copy instructions: [http://www.luc.edu/its/pdfs/bb\\_Course\\_Copy.pdf](http://www.luc.edu/its/pdfs/bb_Course_Copy.pdf)

That's our technology tip for this week. Please drop us a line at [Training@luc.edu](mailto:Training@luc.edu) to let us know what you think or to send us topic ideas for future technology tips. If you'd like to go back to our archive of technology tips, please visit us on the Web at <http://www.luc.edu/its/techtips.shtml>.