

Cool Tools

The End is Near (Seriously)

Our contract with Blackboard provides us with a total storage capacity of 200 gigabytes. While this is a tremendous amount of storage space, we at Angelina College currently have 281.76 gigabytes on Blackboard's servers. In order to remedy this overage we can no longer use blackboard as a "digital landfill" for old classes. The new policies which are currently under review sets the lifespan of a Blackboard class at a year, but, as you can clearly see, action has to be taken now. If you have course content from which is over a year old that you would like to keep, you need to archive it.

Archiving is a fairly easy process, and once completed you can rest assured that you old class is safe from the annual purge.



Figure 1: Packages and Utilities on the Control Panel.

The first step is to log in to Blackboard and navigate to the class you wish to archive. Then locate "Packages and Utilities" in the Control Panel (See Figure 1).

Next expand "Packages and Utilities" to see the full menu. Select "Export/Archive Course." Click on "Export/Archive Course." **DO NOT** freak out as this will bring up a new page. Click on the button labeled "Archive Course" (See Figure 2). Once this step is completed you will have to wait for an email from Blackboard telling you that your course has been archived.

Once you have received the email from Blackboard telling you that your archived course is ready, return to the course you wanted archived and click on "Packages and Utilities" again. A file link will appear in the Export/Archive Course window (See Figure 3). Click on that file link to download the archived course. Click on "Save," when the dialog box pops up. Do not click on open.



Figure 2: The Export/Archive Course Window.

You have finished archiving your class. Copy the archived class onto a flash drive, or put it into a folder on your computer where you can find it in case you need it. **NEVER**

OPEN THE .ZIP FILE AS THIS WILL DESTROY THE ARCHIVED CLASS. If you need the class for any reason, bring the .ZIP file to Distance Education and we will restore it for you.

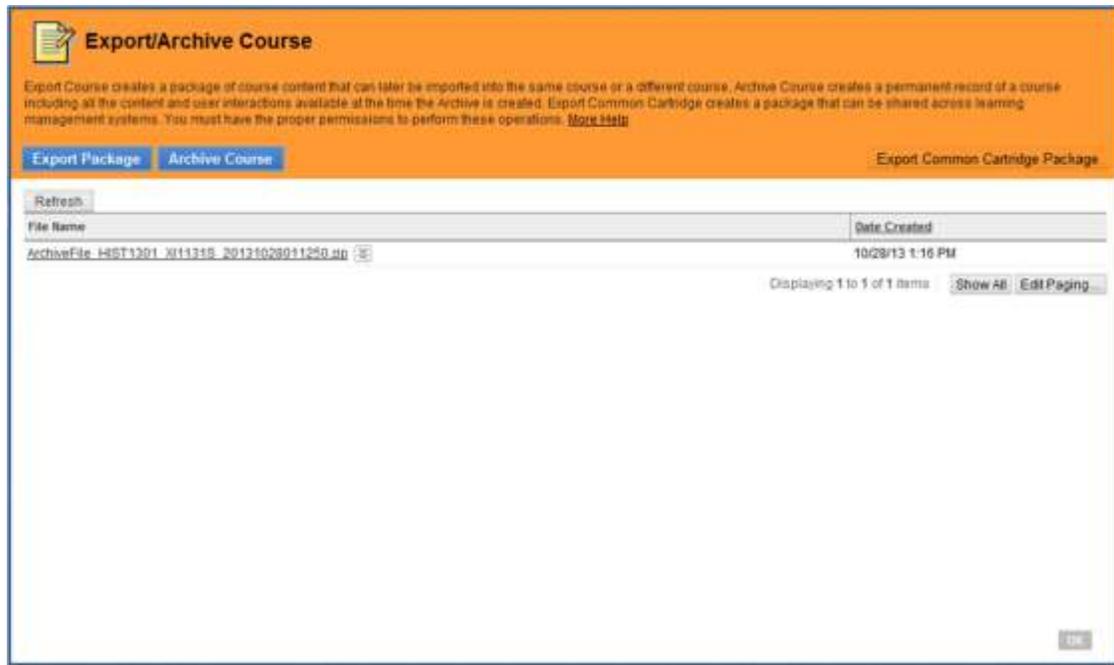


Figure 3: The Export/Archive Class Window with an archived class.

If you have any questions on these or any other of Blackboard's cool tools, please do not hesitate to contact Dr. Tom McKinney at extension 4522.