BYU Course Archiving & Rebuilding Guide

A New Blackboard: Version 6

Beginning Winter Semester, 2004, all Blackboard courses will be being taught from a new Blackboard, version 6 (the current version is 5.5). Not only will we be seeing a new Blackboard, but the entire system is being revised to give Blackboard the robustness it needs to succeed.

This means that all those courses residing on the current Blackboard 5.5 system that still have value will need to be moved to the new system.

Faculty can choose from two methods of putting course material on the new Blackboard 6 system: start fresh, or archive and rebuild your course in Blackboard 6.

1. Start Fresh

It seems that faculty are always freshening up their courses. Each time you teach the class, it is better than the time before. Sometimes, starting over is a perfect way to build a course the way you would have "if you had only known." Or, you may be just beginning to integrate Blackboard into your teaching, and there is not so much in your old Blackboard course that you couldn't do it better by just opening a new course and beginning from scratch.

If this describes you, we recommend that you do just that. Starting 24 November 2003, you will be able to log on to Blackboard 6 and begin building your new course. If you have resources and materials on your old course that you'd like to include, download those to your hard disk in preparation for adding them to your new Blackboard 6 course, and then, on the 20th, start building.

If you'd like some help creating your new Blackboard 6 courses, the Center for Instructional Design (CID, located at the southwest corner of the HBLL Library) is offering dozens of workshops for just that purpose.

This guide will provide you with the instructions you'll need to prepare your course to be archived, and then rebuilt in Blackboard 6.

To register for a free Blackboard 6 workshop go to http://imc.byu.edu/workshops and sign up for a "Fresh Start" workshop. We'll see you there!

2. Archive & Rebuild Your Course in Blackboard 6

Invested too much in your current Blackboard 5.5 course to just leave it behind? We can help with that too. In fact, that is the purpose of this booklet. This guide will provide you with the instructions you'll need to prepare your course to be archived, and then rebuilt in Blackboard 6.

Unfortunately courses cannot be simply copied from the old to the new system. The two versions of Blackboard have some differences you need to be aware of so you can do it right. If abandoning your old course is simply not an option, use this guide to convert archive and rebuild that course.

Archive & Rebuild

The process of archiving and rebuilding is divided into five parts:

- Creating a New Course Shell
- Preparing to Archive Your Old Course
- Archiving Your Old Course
- Uploading the Archive to Blackboard 6
- Fixing Up your New Course

The sections that follow willl explain each of these steps in detail. Follow the instructions for each course your are converting and you should be able to use your Blackboard 6 course immediately.

If in the process you run into problems and need help, call CID's Instructional Media Consultants (IMCs) at 422-1888 between 8 AM and 6 PM and a consultant will help you.

If you want a little more structured help, we recommend that you sign up for an "Archive & Rebuild" Lab by linking to http://imc.byu.edu/workshops.
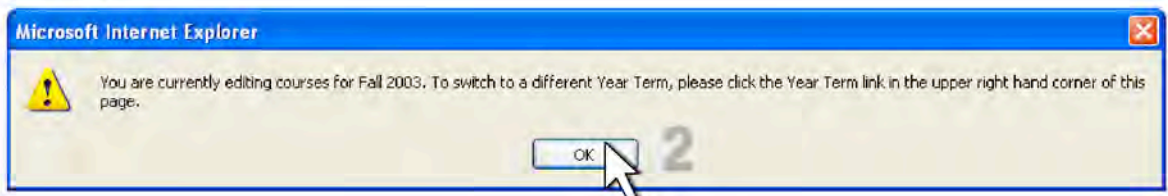
Part 2: A Course New Shell

Creating a Blackboard 6 Course Shell

If you're reading this section, you've decided that your courses need to be converted to the new format. The first step is to create the new course shell into which your content will be added. We do this first because it will take until the next morning for the course to be available in Blackboard 6. Because of this, do this step first, then read the section on getting your old course ready for conversion to the new course.

1 Click on the **Blackboard Course Management** icon under the work category of your Route Y interchange page.

Work
University Electronic Handbook
Human Resources/Payroll
AIM
Blackboard Course Management
Financial Rep
Advanced Help Desk (AHD) v6.0
Extensity (Alpha Testing)
Enterprise Software

1

2 A message will appear notifying you which Semester and year you are currently working on. Make sure that it is for the year and semester you intend (Winter 2004.)

Microsoft Internet Explorer

⚠ You are currently editing courses for Fall 2003. To switch to a different Year Term, please click the Year Term link in the upper right hand corner of this page.

OK

2

(To change the year and semester, click on the Year-Term link in the upper right corner and select the correct year and semester from the popup menu.)

3 Click on the **Create New Course** button.

Existing Blackboard Courses for Winter 2004:
You do not have any black board courses for this year term.

Create New Course

3

Changes to this page are immediately saved and active within one business day.

4 First enter the name of the course that you want to create. Identify your course by catalog name, section, and semester, like this: "**Psych 240 Section 6, Winter 2004**" (you will link it to the official course name in the next step).

If a list of classes appears that you can copy from—don't! Leave it on the default setting to create the course as an empty shell. (If you choose to copy from a Blackboard 5.5 course, nothing will happen.)

New Course for Winter 2004

IMPORTANT: Courses requested before 10 p.m. are processed and available to faculty and student

Course Name: Nursing Research 320 (Winter 2004)

(for example: Dance 190 Section 2)

4

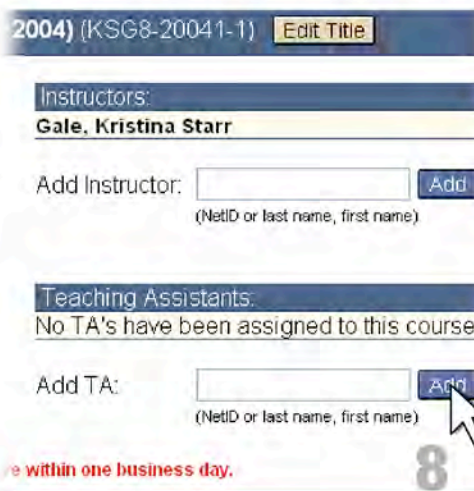**5** Click on **Create Course**.

Create Course | Cancel

6 Click on the **Add a Section** button. This is where you associate the Blackboard 6 course with the official BYU class schedule. If you do not associate the course, then your students will not have access to your course.

Course   Nursing Research 320 (Winter 200

Currently Associated BYU Sections
No sections currently associated...

Add a Section

Allow others to copy: ☐
Last Updated By: **Howell, Daniel B**
Last Updated Date: **11 Nov 2003**

Insi
How

Add

Tea
No T

7 A new window will pop up on your screen and list all the sections that you are assigned to teach this semester. Check the boxes next to the correlating sections and click **Add** at the bottom (If you do not see the right courses or sections listed or if there are no courses listed in the box, it probably means you are not listed as the instructor of that course. Contact your department course scheduler to have them make changes).

Route Y - Blackboard C...

Fall 2003

	Teaching Area	Cat	Sec
☑	Nursing	655	400

Add

🔒 Internet
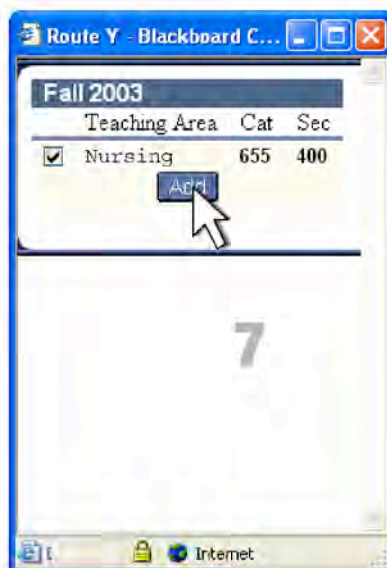
8 This step is optional. Enter the names or netIDs of the other Instructors or TAs that you want to have in your class. If the computer does not recognize the names or netIDs and you cannot find them in the directory, contact the IMCs at 422-1888 for assistance.

2004) (KSG8-20041-1)   Edit Title

Instructors:
Gale, Kristina Starr

Add Instructor: [   ]   Add
(NetID or last name, first name)

Teaching Assistants:
No TA's have been assigned to this course.

Add TA: [   ]   Add
(NetID or last name, first name)

e within one business day.

9 **Important!** Courses are not created immediately. It usually takes until the next morning before your courses will appear in Blackboard 6. If you have more than one course to archive and rebuild, do all of them now by starting over with step 1 on page 2.

Part 3: Before You Archive

Before You Archive Your Old Course

Known Issues

Things that go wrong when you convert a course fall into four categories:

- **Broken things are still broken**
- **Quizzes and Survey are now done differently**
- **Some things don't copy**
- **Miscellaneous**

Each of these are discussed in detail below.

Broken Things are Still Broken

It may sound silly to say it, but if something in your Blackboard course is broken in 5.5, it will be broken in Blackboard 6. For example, if a link to another page is "broken" (e.g., it doesn't connect properly to the intended Web site) it will still be broken when the document is converted. Things in Blackboard that may be "broken" and can be easily fixed include the following:

- Links to remote Web sites
- Pictures in content areas, quizzes or surveys
- Documents, etc., to be downloaded

Getting Ready for Conversion. Repair or re-build those parts of your course that have problems. If a link is "broken," it is often because the Web's address (URL) has changed. Find the new URL and change the link to the new address. In the case of a broken picture, re-upload the picture. When the problem is a document that does not download properly, the usual solution is to upload the correct document.

Of course, it is not essential that all course problems be fixed before you convert the course, but remember that if it is broken in Blackboard 5.5 it will be broken in 6.

If you need assistance in fixing specific problems, please contact the IMCs (422-1888). We'll be happy to help!

Blackboard 6 Quizzes and Surveys are now "Deployed"

Quizzes and surveys in Blackboard 5.5 were implemented only through the Assessment Manager and were made available by means of an announcement that included a "link" to the quiz or survey. When you convert your course to Blackboard 6 you'll discover that this has changed. Specifically this is evident in two places: the quizzes or surveys

are still "there" but they are not accessible to students because they have not been "deployed"; and, announcements about quizzes (usually found in the **Announcements** area) are broken—the announcements are there, but they no longer link to the quizzes.

This fundamental shift in the way Blackboard handles quizzes was meant to benefit you, the instructor. With this change, quizzes can be implemented in any content area in Blackboard. So, if you want you can create a navigation button called "Quizzes" and put all the quizzes (or surveys) there. Or, if you'd rather, you can organize your course by lesson, and put the quizzes where they occur logically in the course. What you can't do is put a link to a quiz in the Announcement area!

Getting Ready for Conversion. If you convert the course as is, there will be a bunch of meaningless announcements that no longer link to quizzes (or surveys). If there are currently no students enrolled in the course, you may want to remove those announcements before converting it. Otherwise, delete them from the new course after conversion.

Regardless of which way you decide to handle the announcements, you will also need to "deploy" your tests. Deploying tests in Blackboard 6 is covered in Part 6. (In Blackboard 6 You cannot put announcements that link to quizzes or surveys in the Announcements section. The closest thing to it is an announcement that links to the content area in which quizzes are found.)

Things that Won't Copy

Several things cannot be directly copied from Blackboard 5.5. If you want to copy these, you will need to find an alternate way to make the copy (usually manually), and the copy may not be identical to the original. Check the headings below to see which of these are of concern to you. If they are, read the details for suggestions on ways to copy this content.

- **Discussion board threads**
- **Virtual classroom archives**
- **Items in the digital drop box**
- **Columns in the grade book**
- **User groups**

Discussion Board Threads

Discussion boards are made up of forums, and threads. A thread is a hierarchy of entries and all the replies associ-

ated with them. Forums are the at the top, beneath which are the beginning submission and then are the replies, (and every reply can have a reply, ad infinitum). When you make your copy of the course, only the forums and top-level submission are copied—all the replies and replies to replies, etc. are stripped from the copy. This is intentional; Blackboard believed this was the way most teachers would want to use discussion groups—new with each new implementation of the course.

You cannot copy these, but you can make a document that preserves them for future reference. Go to each forum in your Blackboard 5.5 course; select **Show Options** and click the **Select All** button in the Options bar. Then click on the **Collect** button in the Options bar for each forum. Then right-click (Macintosh: control-click) and select **Save As** to save the resulting Web file to your hard disk, zip disk, or network drive. These Web files can later be uploaded as documents to your new course. (They cannot be uploaded to discussions in your new course.)

Virtual Classroom Archives

Sessions in the virtual classroom are archived. This process saves the contents of the White board, as well as all the "chat." Go to the Virtual Classroom through the control panel, and **View Archives**. When the archive is in view, right-click (Macintosh: control-click) on the archive and select **Save As** to save to your hard disk. These Web documents can later be uploaded to your new course as course documents. (They cannot be uploaded to the Virtual Classroom area.)

Items in Digital Drop Box.

Blackboard 6 uses a much better integrated method for managing the transmission of documents between students and the instructor than the digital drop box. However, if you have items in the digital drop box that need to be moved to the new course, you will need to download all of them, and, after the conversion process, upload them to the digital drop box in the new course.

If you use the digital drop box for student submissions, we highly recommend learning the new management method for handling document submissions in Blackboard 6.

Columns in the Grade Book

If you've used Blackboard from one semester to another, you already know that the columns in the grade book do not transfer from one copy of the course to the next. This is also true of this conversion. To compensate for this, make note of your individual assignments and quizzes (columns in the grade book) so that you can rebuild them by hand in the new course. (In Blackboard 6 columns can

be copied to the next course, so you will not have this problem in the future.)

User Groups

If you divide your classes into groups, your user groups will not be copied to the new course. This makes sense since you will be starting with new students. Recreate your groups with the new students in the new course.

A Few Miscellaneous Things

Settings will Change to New Defaults.

The general appearance and operation of your course will revert to options provided by Blackboard 6. For most people all that means is that a couple of new navigation buttons will appear on the left side of the screen, and they may have a different look. The only way to change these is to go to the control panels and make the changes after the new Blackboard course is available. Making these changes is covered in Part 6.

Before you change these back to the way your old course did things, we recommend that you experiment with these options: Blackboard 6 has a lot of options 5.5 did not have and you may find an arrangement you like better. For example, in Blackboard 6 you can rename the navigation buttons.

Once you understand what's available to you, you'll be able to set them to your preference.

A Bug with Ordering Questions in Quizzes

We have observed a bug in the conversion of quiz questions that require you to put the question's options into a particular order ("ordering questions"). Both the "correct order" and the "display order" are scrambled and will need to be adjusted by hand.

Print copies of the correct answers so you can fix them in your new course.

Courses that Use Course Cartridges

If some of your content was purchased from a publisher in the form of a "course cartridge," one of several things may happen when you try to convert your course to Blackboard 6. One is: the custom content will appear, but all the copyrighted cartridge information will not. Or, the opposite has been known to happen: the cartridge information appears just fine, but all your customizations are missing.

If you are using purchased course content in the form of course cartridges, please contact the IMC for help before attempting to convert your course.

Part 4: Archiving

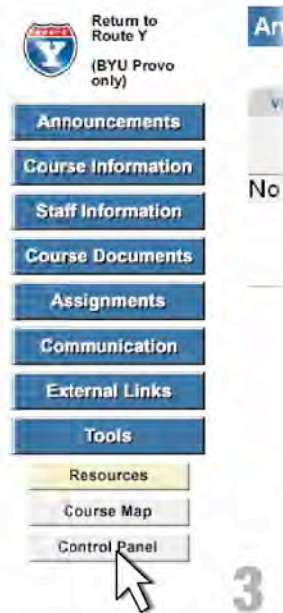# Creating an Archive of Your Old Course

1 Log into Route Y. On the section of the page under **School**, click on **Blackboard Courses.**
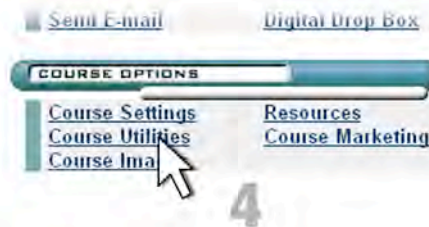

2 Click on the course that you would like to archive.

3 Once you are in your course, click on the **Control Panel** button that is at the bottom of the navigation bar on the left-hand side of the screen.

4 On the left-hand side of the screen under **Course Options**, click on **Course Utilities**.

Send E-mail   Digital Drop Box

COURSE OPTIONS

Course Settings   Resources
Course Utilities   Course Marketing
Course Ima

4

5 From the list of options, click on **Archive Course.**

📖 **Course Utilities**

▸ **Course Recycler**
This utility allows you to recycle your cours

▸ **Archive Course**
This utility all   you to archive specific se
an archive.

▸ **Import Course Cartridge**
If you have an Instructor Download Key, you

5

6 Under the **Content Areas**, check the boxes next to the content areas that you would like to archive (i.e. Content, Course Settings, Discussion Board). It is not necessary to select all of the areas – only those that you wish to archive.

Note: Do not archive **Users and Groups** because students will be automatically added to your course when they register for the class. It can also cause problems in your new course.

❶ Content Areas

Select the content areas you want to

☑ **Content**

☑ **Course Settings**

☐ **Users and Groups**

☑ **Assessments and Pools**

☑ **Discussion Board**

6

7 On the bottom right-hand side of the screen, click **Submit**. Depending on how much material you are archiving and the size of your course, this process may take several minutes for the next page to appear. If (after several minutes) you get a blank page or an error message, your course is too big to archive. In this case, please contact the IMCs, 422-1888.

Cancel   Submit

7
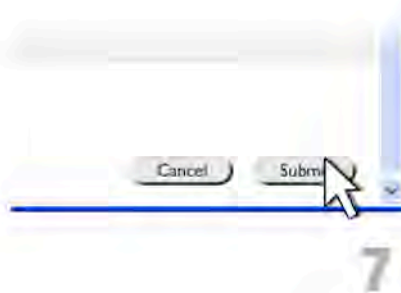
8 **Do not click the OK button on this page!** After the archiving process has been completed, you will need to save the archived course to your hard drivel, zip disk, or network drive. Click on the link ("here") to save the archived information.
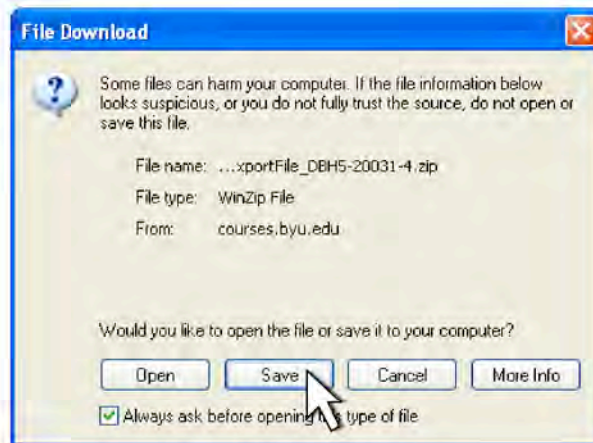
📖 **Archive Course**

Receipt
Click here to download the exported course site.
With som browsers, you may need to click the right mouse bu

Export Log:

No errors reported

2003-11-11 1:30:58 PM

8

9 In the dialog box that appears, click **Save**.

File Download

? Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.

    File name: ...xportFile_DBH5-20031-4.zip

    File type: WinZip File

    From: courses.byu.edu

Would you like to open the file or save it to your computer?

[Open] [Save] [Cancel] [More Info]

☑ Always ask before opening this type of file

9

10 Then, navigate to the desired location (hard drive, zip disk, network drive or other storage medium under your control) and click **Save** to save your file.

File name: Nursing 320 FALL03 [Save]
Save as type: WinZip File [Cancel]

10
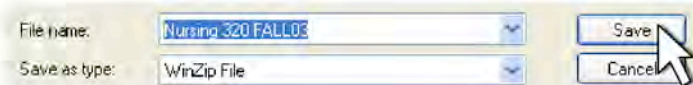
11 the file has been successfully saved, you may continue to the next tutorial "Uploading an Archived Course into Blackboard 6."

Uploading the Archive to Blackboard 6

1 Log on to Blackboard 6. The link in Route Y won't take you to Blackboard 6 until January, 2004. Meantime, you can log on to Blackboard 6 by opening your browser and typing http://blackboard.byu.edu in the URL field. You'll be asked for your Net ID and password.

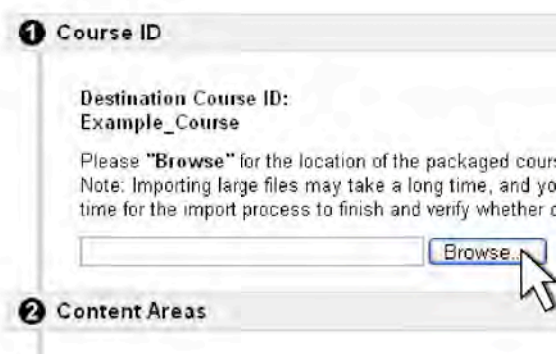Go to the course in BB 6 in which you want to import the archive. Go to the **Control Panel** for this course.
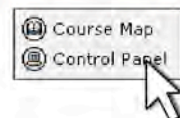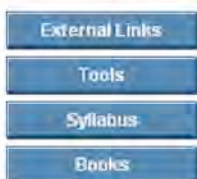
2 In the lower left hand corner, click on the **Import Package** link.
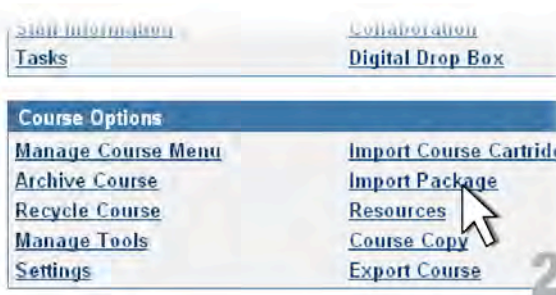
3 Browse to your hard drive (or wherever you saved your course archive file).

4 Open the archived course file in Blackboard 6.

5 Select the following areas to import into the course. There is no need to select Gradebook or Groups because those two items are not transferable. Click **Submit** button. If you go back to the course's main page, you should see that the old course has been integrated into the new course.

Part 6: After You Upload

After You Upload Your New Course

Back in Part 3 there were a number of issues that you needed to think about to prepare for conversion. Now that your course is in Blackboard 6, you can make the changes and corrections you planned. This section will help you identify and perform those fixes.

- **General course repairs**
- **Appearance changes (Course Settings)**
- **Delete old quiz announcements**
- **Deploying quizzes & surveys**
- **Fix ordering questions**
- **Uploading things that wouldn't copy**
- **Course cartridges**

Please skip those sections that do not apply to you.

General Course Repairs

If you put off fixing broken links and missing pictures in your course, you should go about fixing those things now.

The three most common are broken Web links, pictures that don't appear, and documents that don't properly download.

To repair Web links, find the correct URL and re-enter the new link. To fix pictures that do not properly appear, whether in quizzes or documents, we recommend re-uploading the picture. The same is true of documents. If you need help, we recommend either attendance at a workshop, or contact the IMCs, 422-1888.

Appearance Changes

If there have been changes to the navigation buttons or other aspects of your course's "look," you can make changes back to the way your course used to look (or to a new look!) at this point.

To change the course design go to the **Control Panel**, and click on **Settings** under **Course Options.**


Then click on **Course Design** (below).

From **Course Design** you can set navigation style and properties for this course. For example you can select whether to use buttons or text as your menu style, what type of buttons, color and pattern schemes, etc. When finished, click **Submit** to cause changes to be set.

You can also make changes to the buttons, and their titles. To do this, go to the **Control Panel** for your course. Then go to **Manage Course Menu**.
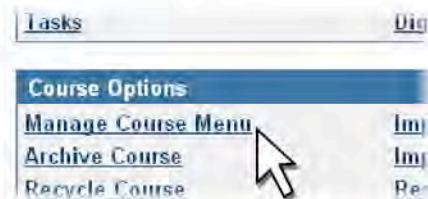
From this control panel, you can add 4 types of menu items: Content areas, Tool areas, Course Links, and External Links. To modify a menu item click on **Modify**, make the changes and **Submit**.
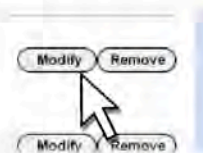
Re-name by choosing from the pull-down menu, or customize your own in the field below. Then click Submit after each change to cause the changes to be set.

Delete old Quiz Announcements

If you did not do so in your Blackboard 5.5 course (because there were still students using it) you should delete all quiz announcements now.

To do this, go to the Announcements content area in the Control Panel. Identify quiz announcements and delete each of them.

Deploy Quizzes and Surveys

Quizzes and surveys are implemented differently in Blackboard 6. Previously (5.5) they were made available to students by means of an announcement in the Announcements area. Now quizzes and surveys can appear in any content area. When you archived and uploaded your course, the quizzes were intact, but they were no longer accessible. To make them accessible, select a content area in which you want one or more of them to appear, and follow the instructions below for each quiz.
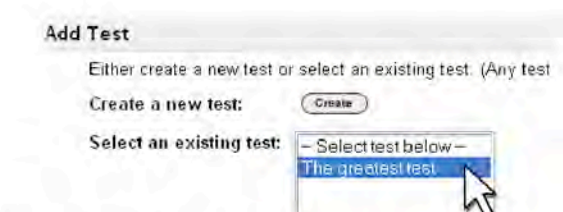
For existing quizzes, go to the **Control Panel** for your course. Select a content area from which the test will be taken. (Common names for content areas are: **Course Information**, **Course Documents**, and **Assignments**).
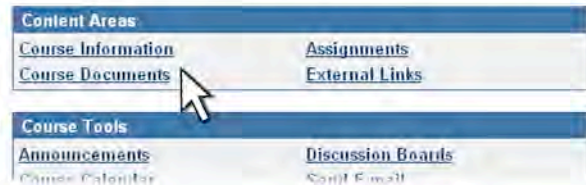
Once in the content area, click the button in the "Add" bar for **Test**.
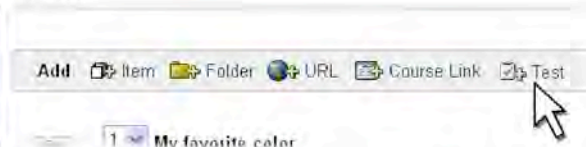
A list of available tests will appear. Choose the test from the list, then click Submit.

Fix Ordering Questions

If you used ordering questions in any of your quizzes or surveys, you will need to correct each one. If you followed the advice in part 3 of this document, you printed or noted the "correct" and "display" order for each of these questions. You will need that information now.

In the control panel, click on **Test Manager**. You'll be presented with a list of tests. Select the test that contains the question you need to fix and click **Modify**.

All the questions for the test are displayed. Select the question that needs to be fixed and click **Modify**.

To get the correct answers in the correct order, you will need to move the text in response boxes. This can be done by cutting and pasting the text or by retyping it. When finished, click **Submit** to save your changes.

Upload Things that Wouldn't Copy

There may be items from your old course that you want to add to your new course that could not be loaded otherwise. Select those below that apply.

Discussions & Virtual Classroom Archives

Discussion material and virtual classroom archives can only be uploaded as documents to any content area in Blackboard 6. Determine what section you would like those in, and upload them as documents.

Digital Drop Box Items

Items for the digital drop box will need to be added manually, one at a time, to the new digital drop box.

Columns in the Grade Book

If you've used Blackboard 5.5 from one semester to another, you already know that the columns in the grade book do not transfer from one copy of the course to the next. Because of this, your course's grade book columns will need to be created manually.

Using notes you made of assignments and quizzes (columns in the grade book), you can now rebuild your grade book by hand in the new course. (In Blackboard 6 columns can be copied to the next course, so you will not have this problem in the future.)

User Groups

If you followed our advice, you did not copy users or groups. As new students enroll in your new Blackboard 6 course, set up groups as desired and add individuals to the groups just as in Blackboard 5.5.

Course Cartridges

If you have used course cartridges in your course, please contact IMCs for assistance in making sure that all of your content is available in your new Blackboard 6 course. IMCs can be reached at 422-1888.

Finishing Up

Backing Up Your Course

Just like you would never think to leave an important Word file or spreadsheet un-backed-up, we recommend that you regularly save your course to your hard drive or other local media. This is very similar to the "Archive" you just went through, but with a new twist: in Blackboard 6 you can save everything. That way, if Blackboard goes down, you'll have an up-to-date copy of your course.

To backup your Blackboard 6 course, log on to Blackboard 6 and go to the course which you want to back up. Then go to the **Control Panel** for this course. Click on the **Archive Course** control panel located at the lower left side.


This will display information about the course and ask you to confirm archiving by clicking the **Submit** button. (Note: After clicking the submit button, Blackboard may take a several minutes to archive your course.)

In a while, Blackboard will display a "receipt" which will include this statement: **Click here to download the exported course site** as well as several warnings.
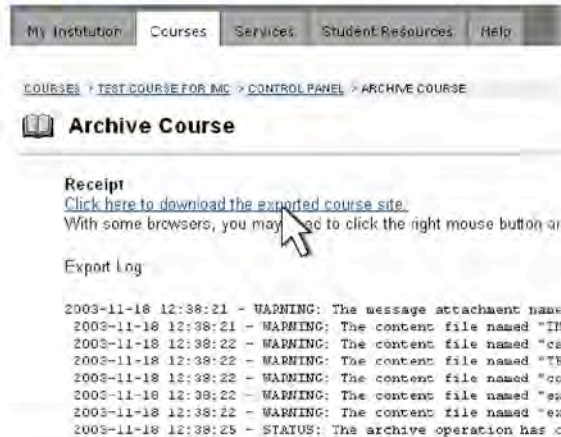
(Usually the warnings that appear have to do with the users with whom files in Blackboard are associated. When you archive your course, you are creating a file which is separate from the Blackboard system so connections between users and your file are broken. If you have concerns about any of these warnings, call the IMCs, 422-1888)

After clicking on the statement an option to **Open** or **Save** the archive will appear. Click **Save** and another dialog box will open which will allow you to navigate to where you want to store the file, and save it. Place the file somewhere on your hard disk or in another safe place. You now have
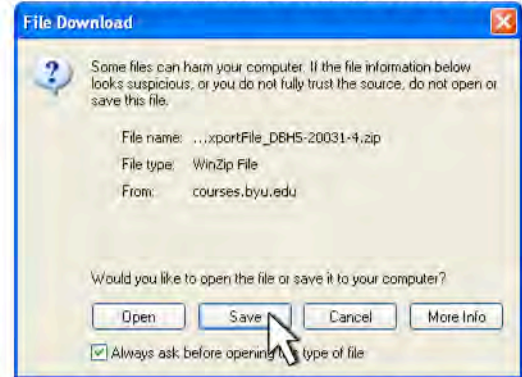
a backup of your course. This backup is in the form of a single zipped file.

To restore a course from a backup, use the **Import Package** option in control panels to upload the zipped course file. Be aware that any changes or additions made since your last backup (by your or by students!) will be lost when you import your course package.

For Multiple Courses

If you followed the advice in part 2 and created course shells for each of your courses that need to be converted, go back to Part 3 to convert the next course.

If you did not create course shells at that time, you will need to create them as shown in Part 2 and then wait until the next morning to begin working on the new course.

Repeat the steps as needed. When you have archived all your courses, you will no longer need this guide—it may be recycled.

You're Done!

Congratulations! You have completed converting your course to Blackboard 6. You should now have a fully functioning Blackboard 6 course.

If you have had any problems with any step in this guide, or if we have not covered a problem specific to your needs, please contact the IMCs at 422-1888 for help.