

## COPYING THE GRADE CENTER

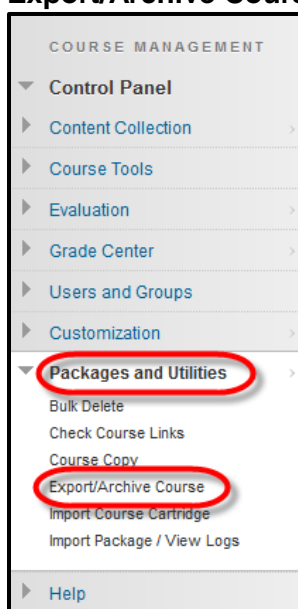


### Do you have Tests, Assignment Dropboxes, or Graded Discussions?

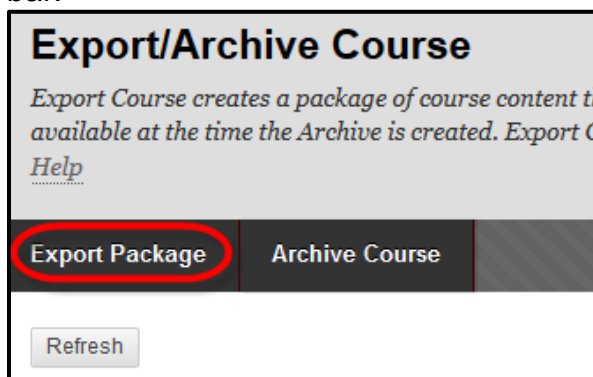
Do not copy your Grade Center if you use any of these items. Please consult with an Instructional Designer about the best option for you.

To copy your Grade Center from one course to another:

- A. Access your **course with your Grade Center setup**
- B. On the **Control Panel** go to the **Packages and Utilities** section and click **Export/Archive Course**.



- C. On the **Export/Archive Course** page, click **Export Package** on the action bar.



- D. On the **Export Course** page, under **File Attachments**, leave the default options selected

**FILE ATTACHMENTS**

*Choose between copying only the links to files or the links and new copies of every file attached within the course.*

Course Files Default Directory  Copy only links to course default directory files  
 Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory  Copy only links to files stored outside of the course default directory  
 Copy links and include copies of the files outside of the course default directory

Package Size

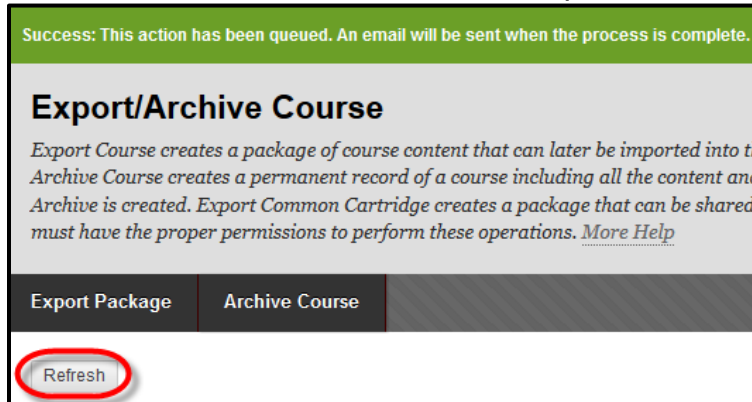
- E. Under **Select Course Materials**, select the option for **Grade Center Columns and Settings**.

**SELECT COURSE MATERIALS**

*Select materials to include in the export package. For a package to serve as a backup, select all materials.*

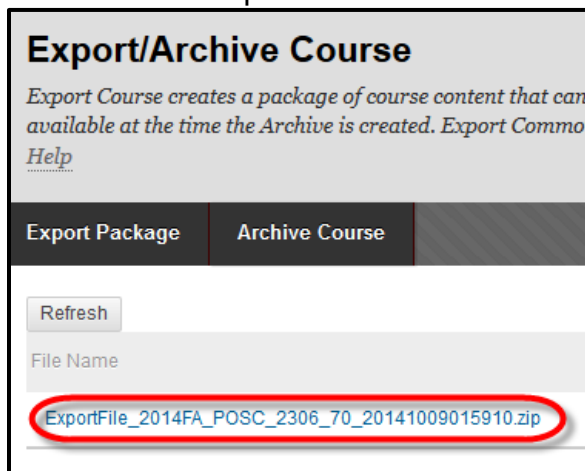
- Content Areas
  - Home Page
  - Syllabus
  - Lessons
  - Resources
  - Instructor Alerts
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Content Alignments
- Discussion Board
  - Include starter posts for each thread in each forum (anonymized)
  - Include only the forums, with no starter posts
- Glossary
- Grade Center Columns and Settings**
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
  - Banner Image
  - Course Guest Access
  - Course Observer Access
  - Language Pack
  - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

- F. Click **Submit**.
- G. You will be returned to the **Export/Archive Course** page. A **green banner** will appear at the top of the page. When you receive an email in your WTAMU Outlook account that archive file is complete, click **Refresh**.

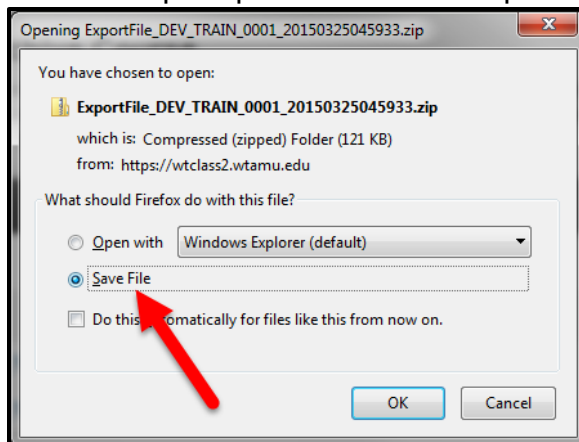


Note: Do not work on this course while the Export file processes. You may work on **other** courses while the Export file processes.

- H. On the Export/Archive Course page, the Export file will appear in the list. Click the link for the Zip file.



- I. You will be prompted to save the .zip file to your computer.



**Save** the file. You may want to save the file to your desktop or a folder on your computer. You will need this file to import the content into your new course. **(DO NOT open the downloaded .zip file. If opened, the package should not be imported.)**

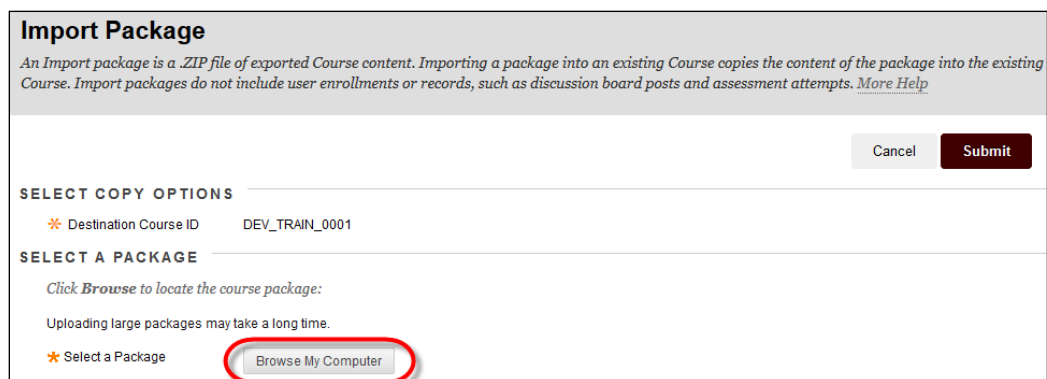
- J. Go to your new (empty) course. Go to the **Control Panel > Packages and Utilities > Import Package/View Logs**.



- K. In the action bar, select **Import Package**.

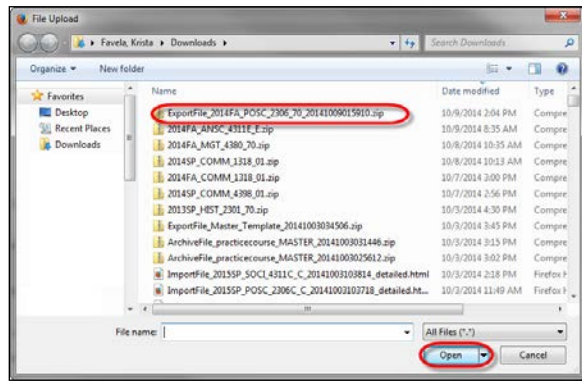


- L. In the Select a Package section, select the **Browse My Computer** button.

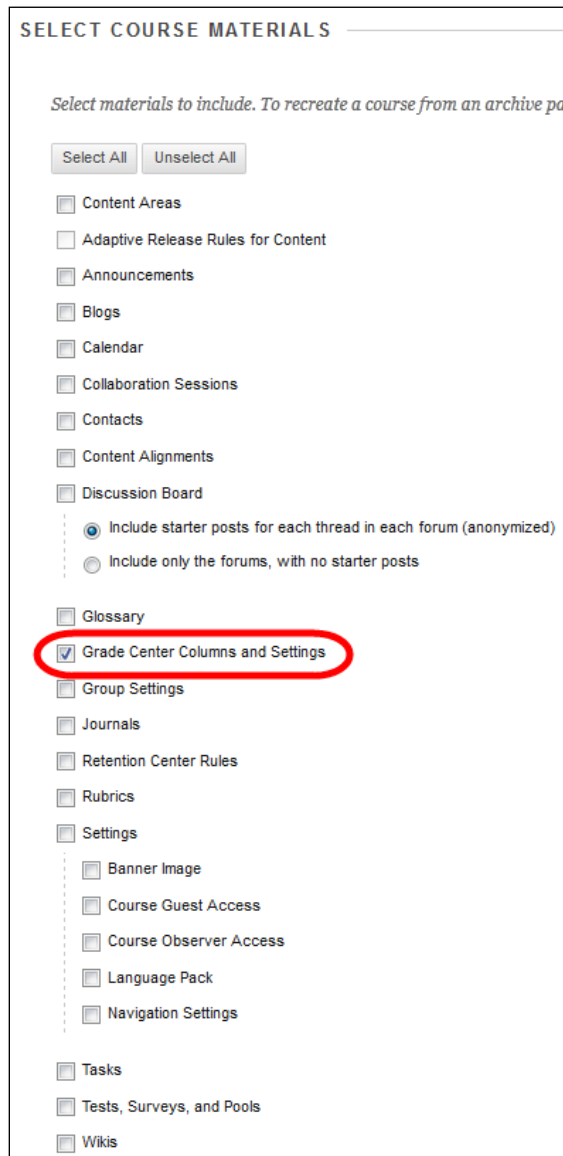


A screenshot of the 'Import Package' form. The title is 'Import Package'. Below the title is a description: 'An Import package is a .ZIP file of exported Course content. Importing a package into an existing Course copies the content of the package into the existing Course. Import packages do not include user enrollments or records, such as discussion board posts and assessment attempts. [More Help](#)'. There are 'Cancel' and 'Submit' buttons. Below this is the 'SELECT COPY OPTIONS' section with a field for 'Destination Course ID' containing 'DEV\_TRAIN\_001'. Below that is the 'SELECT A PACKAGE' section with the instruction 'Click **Browse** to locate the course package:'. A note says 'Uploading large packages may take a long time.' There is a 'Select a Package' field with a 'Browse My Computer' button circled in red.

M. **Select and Open** the previously saved file



N. Select the **Select All** button, change the setting under Discussion Board to **Include only the forums, with no starter posts**.



- O. Click **Submit**.
- P. When you receive an email that the Import process has been completed, you may begin editing your content.



*Note:* Grade Center items may begin to appear before you receive an email. Until you receive an email the system may still be processing your Grade Center. **Do not re-import your file** or you will have imported the Grade Center twice.



**What if not all my Grade Center items appear?**

If your Grade Center is missing items or no items appear, log out of Blackboard, and wait 15 minutes before returning. If items are still missing contact the Help Desk or an Instructional Designer.