

TRANSFER CONTENT BETWEEN FACULTY

There are a couple of different methods for transferring content between faculty.


- 1) Adding the faculty member to your course for them to copy the desired content.
- 2) Creating an Export file that you share with another faculty member.

ADDING FACULTY TO YOUR COURSE FOR THEM TO COPY CONTENT (Preferred Method)

You may request WTClass staff to add another faculty member to your course for them to copy desired content. WT has a role that will allow faculty access to a course, but they will not have access to add, edit, or delete content, nor will they have access to view the Grade Center and student submissions. This is the preferred method of content transfer between faculty.

To request faculty be added to your course, you may complete the form at https://wtamuuw.az1.qualtrics.com/jfe/form/SV_bsBkBgDnLLtycMm or send a work order to ITSC@wtamu.edu with the following information:

- Faculty to add name
- Faculty to add email
- Course (including semester and section)
- Note/message that you are requested access for faculty to copy course content into their course.

 Send	To...	itsc@wtamu.edu
	Cc...	
	Subject	Request to Add Faculty to Course

I would like for John Doe, jdoe@wtamu.edu, to be added to may 2021FA HIST-1301-70 course in order to copy materials into their own course.

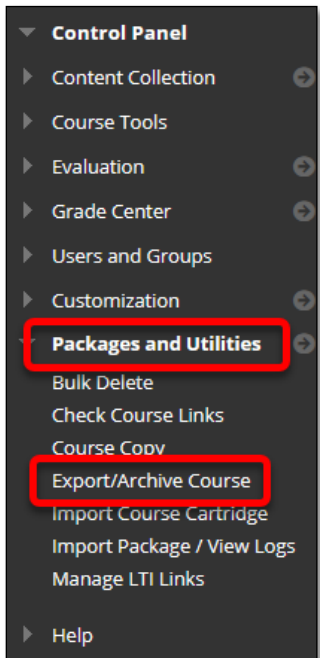
Thanks,

CREATING AN EXPORT FILE TO SHARE WITH ANOTHER FACULTY

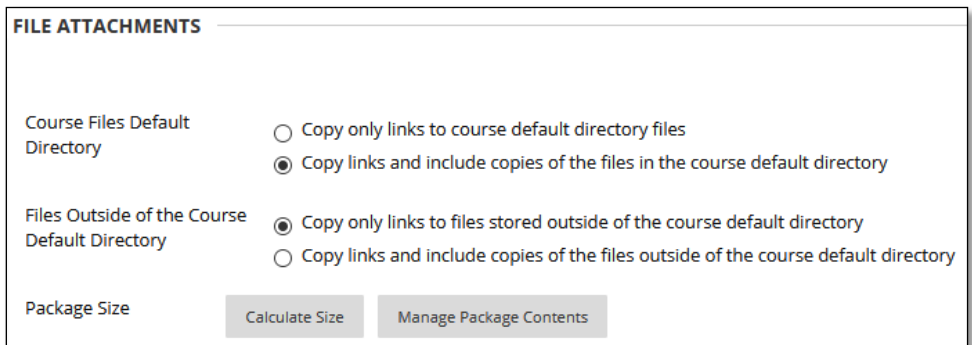
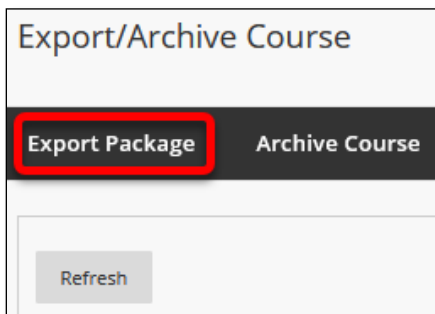
Additionally, you may also create an Export file for another faculty member to be able to import into their own course. Please note, courses with large files may not be able to use this method due to import file size limitations.

To export a file:

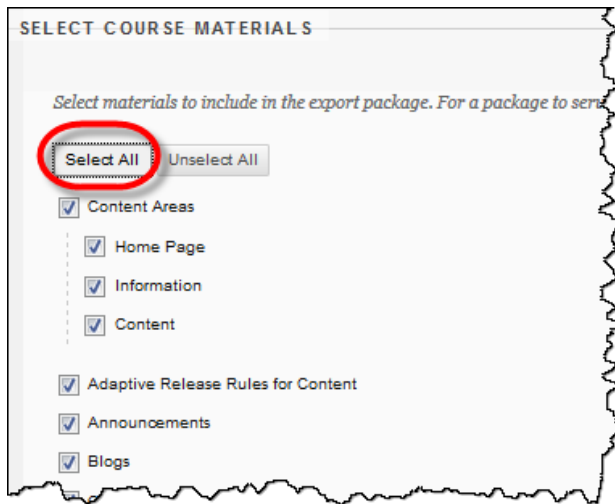
- A. Access your **course with content in it**.
- B. On the **Control Panel** go to the **Packages and Utilities** section and click **Export/Archive Course**.



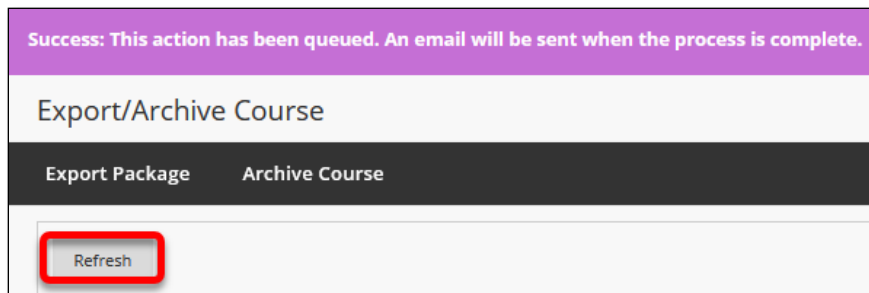
- C. On the **Export/Archive Course** page, click **Export Package** on the action bar.



- E. In the **Select Course Materials** section, select the **Select All** button.
Note: Not all checkboxes may be selected. Some settings are automatically set by the registrar's office (i.e. course availability dates, duration, enrollment, etc.).

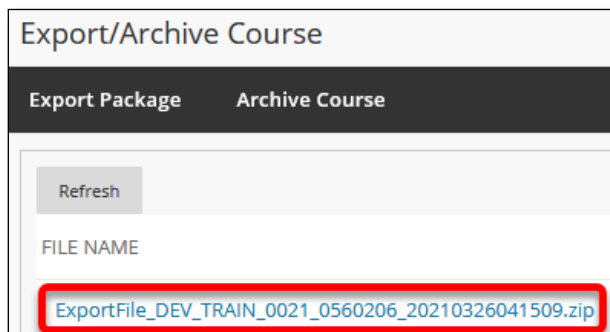


- F. Click **Submit**.
- G. You will be returned to the **Export/Archive Course** page. A **purple banner** will appear at the top of the page. When you receive an email in your WTAMU Outlook account that export file is complete, click **Refresh**.

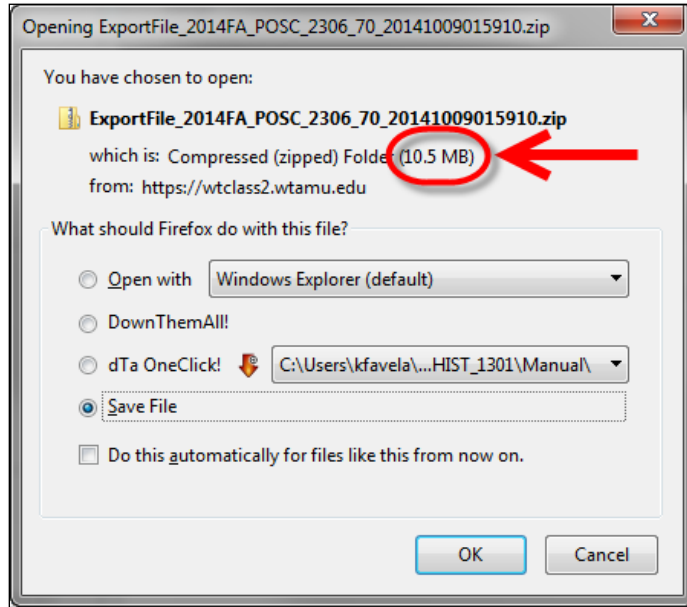


Note: Do not work on this course while the Export file processes. You may work on **other** courses while the Export file processes.

- 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.



Note: If the calculated course size is **larger than 250 MB**, contact an instructional designer or someone who is part of Blackboard support to assist you in moving the course.

- J. **Save** the file. Files are generally saved to the Downloads folder. If you save this file to another location, take note of this location. (**DO NOT open the downloaded .zip file. If opened, the package should not be imported.**)

You may then share this file to another faculty member.