



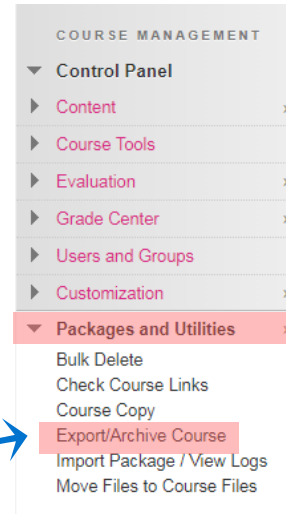
# 1 Archive Your Course

- 1 ARCHIVE
- 2 EXPORT

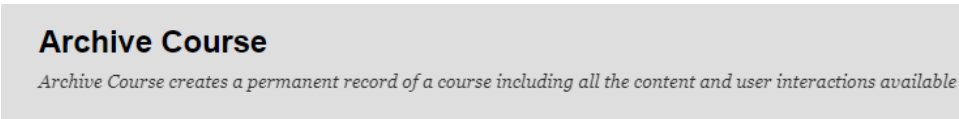
- 3 FILE DOWNLOAD
- 4 GRADE CENTER DOWNLOAD

## 1 ARCHIVE

- An archive creates a record of your course in a .zip file, including all course content, student enrollment, and students' course interactions.
- This step is important for appeals, petitions, and to keep a record of student submissions after the course ends or once Blackboard has been decommissioned.
- Do not unzip the Archive.zip package as it may become corrupted and unusable in Quercus. Save the file using a more easily recognizable filename so you can find it later - include "Archive" in the filename.



**a** In your course "Control Panel," from the "Packages and Utilities" sub-menu, select **Export/Archive** and then select **"Archive Package."**



**b** Select the options: **"Include Grade Center History"** and **"Copy links and include copies of the files in the course default directory"** in two locations.

**SELECT COPY OPTIONS**

Source Course ID Course ID

Include Grade Center History (increases file size and processing time)

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**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

**c** Once you select **"Submit,"** you will be **notified by email** when the file is available for download on the main Export/Archive page. You can also **stay on the page and refresh it** until you see the file link. Select the file to **download** it.





## 2 Export Your Course

1 ARCHIVE

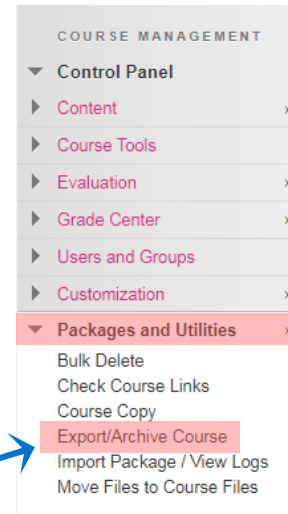
2 EXPORT

3 FILE DOWNLOAD

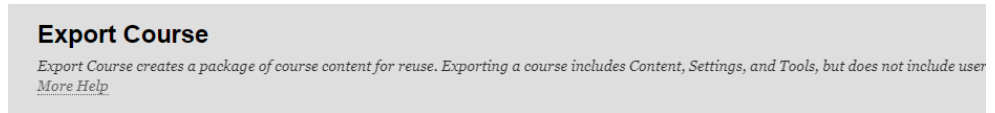
4 GRADE CENTER DOWNLOAD

### 2 EXPORT

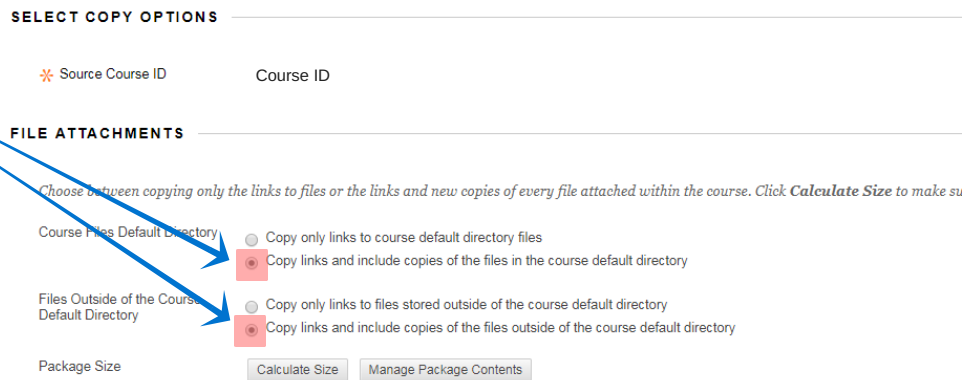
- An export creates a .zip file of reusable course content with no user data or grades.
- This content can be downloaded to your computer and imported into a Quercus course; not all data transfers well (e.g. some test/survey questions).
- Course files that have not been used in the course or linked in the course will not Export using the Export option and need to be captured using the "File Download" instructions.
- Do not unzip the Export.zip package as it may not import correctly. Save the file using a more easily recognizable filename so you can find it later - include "Export" in the filename.



**a** In your course "Control Panel," from the "Packages and Utilities" sub-menu, select **Export/Archive** and then select "Export Package."



**b** Select the options: "Include copies of files in the course default directory" in two locations.



**c** For **Course Materials**, either "Select All" or check off the individual items you would like to export. To keep all content, choose "Select All."



**d** Once you select "Submit," you will be notified by email when the file is available for download on the main Export/Archive page. You can also stay on the page and refresh it until you see the file link. Select the file to download it.





## 3 Download Your Files

1 ARCHIVE

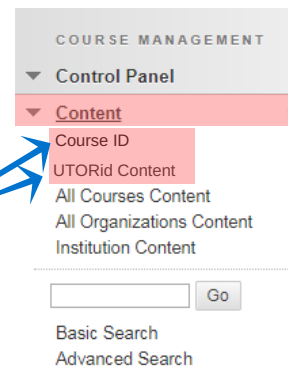
2 EXPORT

**3 FILE DOWNLOAD**

4 GRADE CENTER DOWNLOAD

### 3 FILE DOWNLOAD

- Your files are located in the Course ID section for each course and your personal content, which is labeled with your UTORid.
- You may also want to download the Organization Content and Institution Content.
- Course files that have not been used in the course or linked in the course will not Export using the Export option and need to be captured using the File Download instructions below.



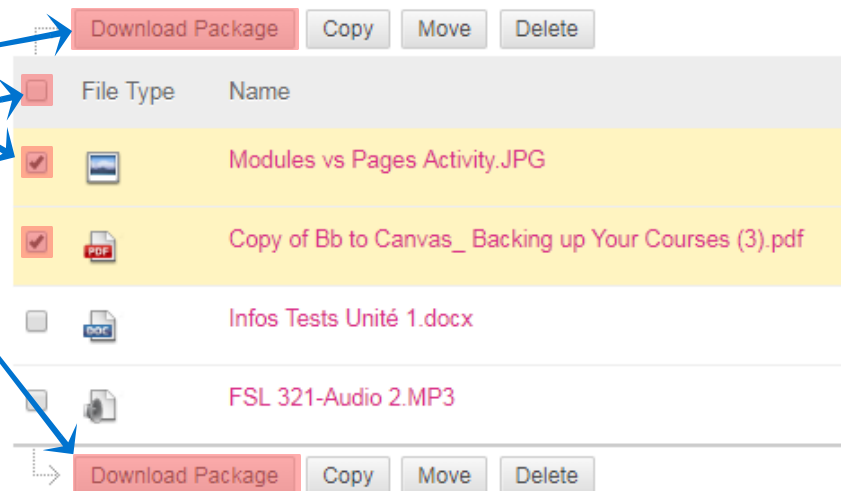
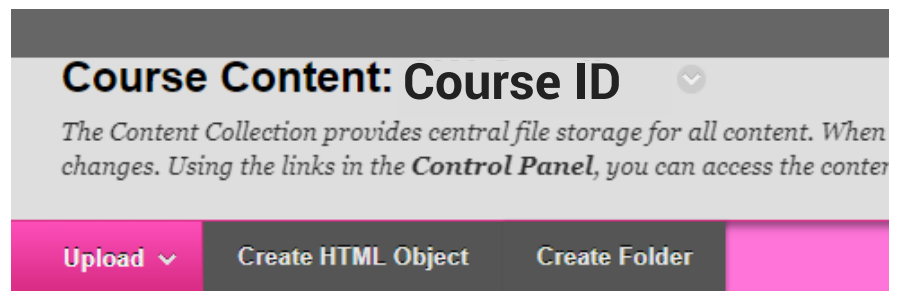
**a** Download files from **each course content section** and **your personal content section** located in the "Control Panel" under "Content."

**b** Either select **all of the files** or **individual files** you would like to download.

**c** Select "**Download Package**" at either the top or bottom of the window, and a .zip file of all of the items will be downloaded to your computer for future use.

**d** This .zip folder can be unzipped, and the files can then be uploaded and used to build your course in **Quercus**.

**e** Repeat for your **UTORid content** and then for **Organization** and **Institution** content if you need it.





# 4 Download Your Grade Center

1 ARCHIVE

2 EXPORT

3 FILE DOWNLOAD

4 **GRADE CENTER DOWNLOAD**

## 4 GRADE CENTER DOWNLOAD

- The **Grade Center** should be downloaded before Blackboard is decommissioned to keep student information in case of appeals and petitions.
- Using a **Comma delimiter** results in a **.csv file** which can then be uploaded to the **Quercus Grade Book**.
- Using a **Tab delimiter** results in a **.xls file** which is useful for storing and manipulating data.

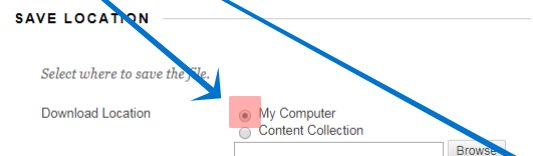
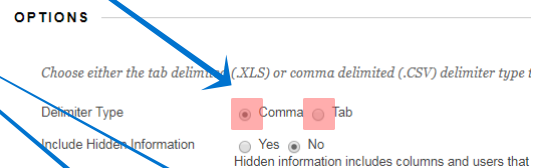
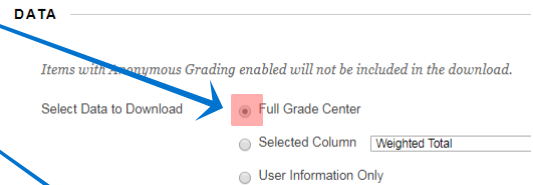
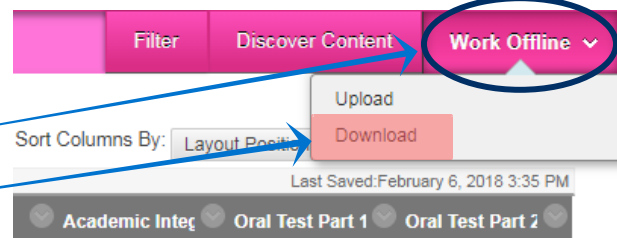
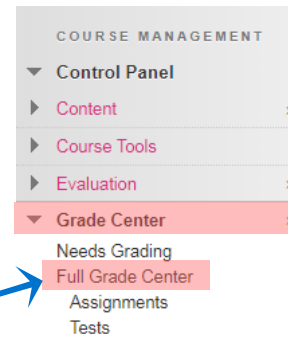
a Access the **Full Grade Center** from the **"Control Panel"** in the **"Grade Center"** sub-menu.

b In the **Grade Center**, in the upper right-hand side, select **"Work Offline"** and then **"Download"** from the dropdown menu.

c Select the options: **"Full Grade Center," "Comma"** (.csv file) or **"Tab"** (.xls file) for the delimiter type (according to your file preference), and **"My Computer"** for the download location.

d Once you select **"Submit,"** a file will be downloaded which can be opened in Excel. You may need to **expand** some columns to view the complete information and delete some columns that are not necessary.

e **Re-save this file using a more accurate filename,** and, if you chose **"Comma"** as the delimiter, save as an **Excel Workbook (.xls or .xlsx)** file.



Submit