



Blackboard 5 Quick Sheets

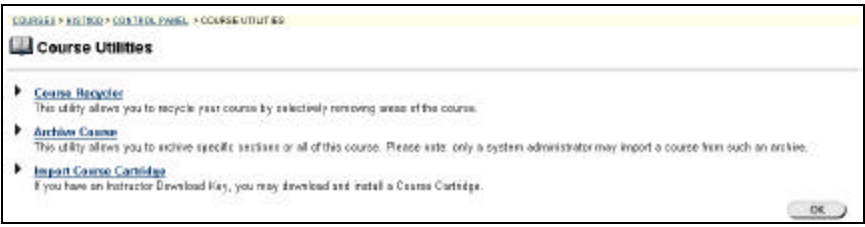
How to use the Course Recycler and Archive Course

Overview

The course is completed, and you would like to reuse parts of the course in the next course offering, Blackboard 5 offers two unique tools the Course Recycler and the Archive Course. The Course Recycler allows instructors to select information to be deleted from the course. The Archive Course allows the instructor to archive parts of the course.

How to use the Course Recycler

Follow the steps below to use the Course Recycler page.

Step	Action
1	Access the Course Utilities page from the Instructor Control Panel. An example of the Course Utilities page is shown below. 
2	Click Course Recycler .

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How to use the Course Recycler and Archive Course, continued

How to use the Course Recycler (continued)




Step	Action																										
<p data-bbox="477 453 500 478">3</p>	<p data-bbox="548 453 1341 516">What information from the course would you like to delete? Use the table below to navigate through the Course Recycler page.</p>																										
	<table border="1"> <thead> <tr> <th data-bbox="548 554 971 583">If you want to delete the...</th> <th data-bbox="987 554 1406 583">Then select the check box for...</th> </tr> </thead> <tbody> <tr> <td data-bbox="548 583 971 684">items that were placed in the Course Information area of the course Web site</td> <td data-bbox="987 583 1406 684">Course Information.</td> </tr> <tr> <td data-bbox="548 684 971 751">Course Documents area of the course Web site</td> <td data-bbox="987 684 1406 751">Course Documents.</td> </tr> <tr> <td data-bbox="548 751 971 819">Assignments area of the course Web site</td> <td data-bbox="987 751 1406 819">Assignments.</td> </tr> <tr> <td data-bbox="548 819 971 886">Books area of the course Web site</td> <td data-bbox="987 819 1406 886">Books.</td> </tr> <tr> <td data-bbox="548 886 971 926">Staff Information</td> <td data-bbox="987 886 1406 926">Staff Information.</td> </tr> <tr> <td data-bbox="548 926 971 961">External Links page</td> <td data-bbox="987 926 1406 961">External Links.</td> </tr> <tr> <td data-bbox="548 961 971 1029">users that were entered in the course</td> <td data-bbox="987 961 1406 1029">Users.</td> </tr> <tr> <td data-bbox="548 1029 971 1096">groups that were set up on the Group Management page</td> <td data-bbox="987 1029 1406 1096">Groups.</td> </tr> <tr> <td data-bbox="548 1096 971 1163">discussion forums that were set up on the Discussion Board page</td> <td data-bbox="987 1096 1406 1163">Discussion Board.</td> </tr> <tr> <td data-bbox="548 1163 971 1230">assessments that were created for the course</td> <td data-bbox="987 1163 1406 1230">Assessment.</td> </tr> <tr> <td data-bbox="548 1230 971 1297">gradebook items that were entered</td> <td data-bbox="987 1230 1406 1297">Gradebook.</td> </tr> <tr> <td data-bbox="548 1297 971 1373">statistics for the course, such as how many users access the course</td> <td data-bbox="987 1297 1406 1373">Statistics.</td> </tr> </tbody> </table>	If you want to delete the...	Then select the check box for...	items that were placed in the Course Information area of the course Web site	Course Information.	Course Documents area of the course Web site	Course Documents.	Assignments area of the course Web site	Assignments.	Books area of the course Web site	Books.	Staff Information	Staff Information.	External Links page	External Links.	users that were entered in the course	Users.	groups that were set up on the Group Management page	Groups.	discussion forums that were set up on the Discussion Board page	Discussion Board.	assessments that were created for the course	Assessment.	gradebook items that were entered	Gradebook.	statistics for the course, such as how many users access the course	Statistics.
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<p data-bbox="477 1379 500 1404">4</p>	<p data-bbox="548 1379 951 1442">Type the word Remove in the box. Click Submit.</p>																										

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How to use the Course Recycler and Archive Course, continued

How to use the Archive Course

Follow the steps below to use the Archive Course page.

Step	Action												
1	Access the Course Utilities page from the Instructor Control Panel.												
2	Click Archive Course . An example of the Archive Course page is shown below.												
3	<p>What information from the course would you like to archive? Use table below to navigate through the Archive Course page.</p> <table border="1"> <thead> <tr> <th>If you want to archive the...</th> <th>Then select the check box for...</th> </tr> </thead> <tbody> <tr> <td>items that were placed in the Course Information, Documents, Assignments, Books areas of the course Web site</td> <td> Content. <div style="display: flex; align-items: center;">  <div> <p>To archive gradebook items, use the export gradebook option on the Online Gradebook page.</p> </div> </div> <p><i>Hint:</i></p> </td> </tr> <tr> <td>Course Settings</td> <td>Course Settings.</td> </tr> <tr> <td>users that were entered in the course and groups that were set up on the Group Management page</td> <td>Users and Groups.</td> </tr> <tr> <td>assessments that were created for the course</td> <td>Assessments and Pools.</td> </tr> <tr> <td>discussion forums that were set up on the Discussion Board page</td> <td>Discussion Board.</td> </tr> </tbody> </table>	If you want to archive the...	Then select the check box for...	items that were placed in the Course Information, Documents, Assignments, Books areas of the course Web site	Content. <div style="display: flex; align-items: center;">  <div> <p>To archive gradebook items, use the export gradebook option on the Online Gradebook page.</p> </div> </div> <p><i>Hint:</i></p>	Course Settings	Course Settings.	users that were entered in the course and groups that were set up on the Group Management page	Users and Groups.	assessments that were created for the course	Assessments and Pools.	discussion forums that were set up on the Discussion Board page	Discussion Board.
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