

Exporting content from the Blackboard archive - A manual for instructors

27-8-2020
version 1.1

The Blackboard archive (<http://blackboard.utwente.nl>) of the University of Twente remains accessible until 14 September 2020. After that date, all content will be deleted. This manual is intended for instructors who want to export content from Blackboard to save it in their own archive.

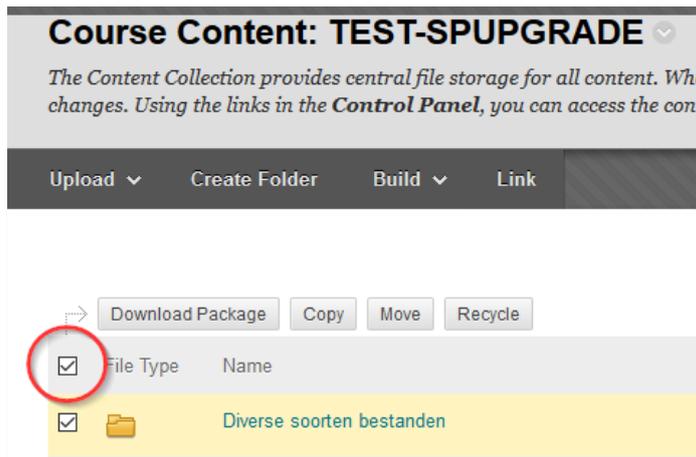
The following options are available:

1. [Download a zipfile with all course files \(only course material\)](#)
2. [Set up a webfolder to copy files via your operating system's file manager](#)
3. [Download a zipfile containing all files submitted by students for one assignment](#)
4. [Download grades from the Grade centre as an .xls or .csv file](#)
5. [Export a Test, Survey, or Pool as a QTI package](#). A QTI package can be imported in other applications that support QTI. For example, you can export a Blackboard Test and import it in Canvas, resulting in a Canvas Quiz.

Please note: the Blackboard 'Export' and 'Archive' options (in Control Panel, under Packages and Utilities) are only suitable if you want to create an export with the purpose of importing it afterwards as a Blackboard course. The resulting zipfile is not useful to search for course material or student work. Therefore these two options are not described in this manual.

1.1. Download a zipfile with all course files (only course material)

1. Go to your Blackboard course.
2. In the Control Panel, click "Content".
3. Click on the course ID. You will see an overview of the files in your course (called the 'content collection').
4. Scroll down to the bottom of the page and click the button [Show all] on the right. This is necessary to show all files on one page.
5. Scroll back to the top of the page and click in the checkbox in the grey title bar to select all the files.

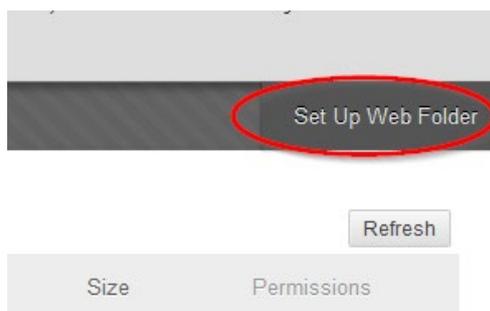


- Click [Download package]. Depending on your browser settings, a zipfile will be downloaded to your PC, or you will see a popup window with options to open or download the zipfile. If you get an error message instead, the package is too large and you need to set up a web folder to download the files (see next paragraph).

1.2. Set up a webfolder to copy files via your operating system's file manager

When you set up a web folder, Blackboard will become a folder in your operating system's file manager (for example Windows File explorer) and you easily copy the files or even entire course folders.

- Go to a course.
- In the Control Panel, click "Content".
- Click All Courses Content.
- In the top right corner, click [Set Up Web folder].



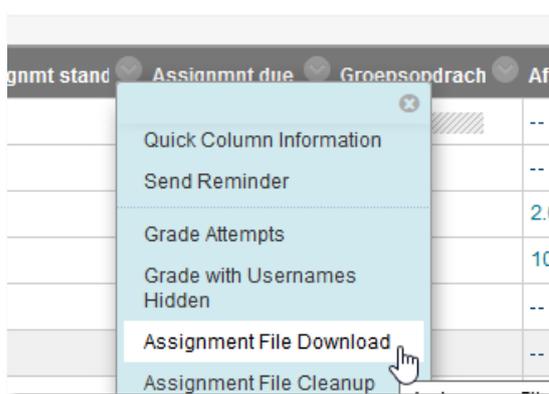
- Follow the instructions on the page.
- If the web folder is created correctly, you will see folders for each course in your file manager.

If you also want to create a web folder for your Blackboard *organisations*, repeat the steps, but click 'All Organisations content' in step 3.

1.3. Download a zipfile containing all files submitted by students for one assignment

For regular assignments

1. Go to your Blackboard course.
2. In the Control Panel click "Grade Centre" and then "Assignments".
3. Then click on the drop-down icon of the column heading where you would like to download the submitted assignments and select [Assignment File Download].

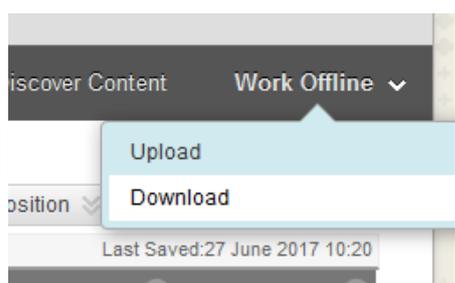


4. Scroll down to the bottom of the page and click the button [Show all] on the right to see all students on one page.
5. Select the students whose work you want to download, or click in the checkbox above the list to select *all* students.
6. Click [Submit].
7. On the next page, click "Download assignments now".
8. Depending on your browser settings, a zipfile will be downloaded to your PC, or you will see a popup window with options to open or download the zipfile.

Ephorus assignments can't be downloaded because we no longer have an Ephorus licence.

1.4. Download grades from the Grade centre as an .xls or .csv file

1. Go to your Blackboard course.
2. In the Control Panel click "Grade Centre" and then "Full Grade centre".
3. Go to Work Offline and choose [Download].



4. Select the settings of your choice.
5. Click [Submit].
6. Click [Download].
7. Depending on your browser settings, a zipfile will be downloaded to your PC, or you will see a popup window with options to open or download the zipfile.

1.5. Export a Test, Survey, or Pool as a QTI package

1. Go to your Blackboard course.
2. In the Control Panel click "Course tools" and then "Tests, Surveys and Pools".
3. Click "Tests" (or Surveys, or Pools).
4. Click on the drop-down icon next to the Test (or Survey or Pool) you want to export.
5. Select "Export".

Depending on your browser settings, a zipfile will be downloaded to your PC, or you will see a popup window with options to open or download the zipfile.