

bboard
Sent by: Diana Voss/DolT
10/03/2006 03:37 PM

To
cc
bcc
Subject Fall 2002 Stony Brook Blackboard courses will be deleted beginning October 19th!

Attention all Stony Brook Blackboard Instructors,

The time has come to remove course that are older then 3 years from our system.

We retain classes for 3 years on our Blackboard system.

On October 19th, we will begin to remove all existing 2002 courses on our server.

Exceptions:

The only exceptions are:

- o Departments that need their course sites for accreditation review
- o Instructors who are being reviewed for tenure

If you truly need us to keep your 2002 course , you must contact us at:

bboard@notes.cc.sunysb.edu by Tuesday, October 17th. If we do not hear from you by then, your 2002 course will be **permanently** deleted.

Should you wish to save information from your 2002 Blackboard course, you can archive your course and save it to your computer or CD and at a later date, import your information into a new Blackboard course site.

To Archive your course (Save your course to your Computer or a CD):

- Step 1: Log into the course that you would like to archive.
- Step 2: Choose: Control Panel
- Step 3: Choose: Archive Course (At the bottom left of the screen under Course Options)
 - Wait a few minutes and then you will see a message similar to this (Though the dates will be different):

Archive Course Receipt

Click here to download the exported course site.

With some browsers, you may need to click the right mouse button and select "Save Link As" from the context menu.

Export Log:

2003-10-21 10:55:37 - STATUS: The archive operation has completed.

- Step 4: Right Click on the Underlined link "Click here to download exported course site" and choose save target as to save the file to your computer. MAC

users, hold down the button on your mouse until you see that option

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**** Questions ?? *****

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