It's now time to review and delete your Blackboard courses from the
2006 Spring semester.

You are receiving this message because you are listed as an instructor
of at least one Blackboard course from the 2006 Spring semester. The
web page linked at the end of this message will display your course(s)
scheduled to be deleted on or later than Monday, February 26. IF YOU DO
NOTHING, THEY WILL BE DELETED, or you can choose "Keep Course" to keep
them on the system. You have several options for saving your course
materials before a course is deleted. Based on your needs, please
choose the option(s) below that will work best for you.

- If you wish to "save" a copy of the course contents for your records
  before the course is deleted, you should use the "Export" utility in
  the course Control Panel and then download the file to your
  computer. This will not save any student information, only
  content. This will save the course contents in a form that can be
  imported into a new Blackboard course at a later date. Directions
  below:

http://cf1.cc.lehigh.edu/itresource/index.cfm?cat=2&par=8&mid=152&thir=1&cont=55

- If you wish to save a complete copy of your course including student
  contributions, such as Discussion Board postings, use the "Archive"
  utility. Directions below:

http://cf1.cc.lehigh.edu/itresource/index.cfm?cat=2&par=8&mid=153&thir=1&cont=55

- If you wish to save the gradebook from a course for your records,
  you must save it to a file and download the file to your
  computer. Directions below:

http://cf1.cc.lehigh.edu/itresource/index.cfm?cat=2&par=8&mid=163&thir=1&cont=59

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REVIEW YOUR COURSES TO BE DELETED:

https://cgi.cc.lehigh.edu/auth-cgi-bin/cgiwrap/bbuser/course_delete

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Please contact your Instructional Technology Consultant if you have
any questions about the deletion process or how to export your course
or gradebook prior to deletion.

http://cf1.cc.lehigh.edu/itresource/index.cfm?cat=1&par=4&mid=37&thir=0&cont=37

Thank you,

The Blackboard support team

Blackboard online help:
http://www.lehigh.edu/blackboard
Instructional Technology Team web site:
http://cf1.cc.lehigh.edu/itresource/
Contact List:
http://cf1.cc.lehigh.edu/itresource/index.cfm?cat=1&par=4&mid=37&thir=0&cont=37