

BROOKLYN



COLLEGE



How to Make Your Course Available to Your Students

1. Log-in to the CUNY Portal and select Blackboard
 2. Select the Course that you wish to make available
 3. Select < **Control Panel** > located at lower left
 4. Select < **Settings** > located within the Course Options section
 5. Select < **Course Availability** >
 6. Select < **Yes**> next to < **Make Course Available:** >
 7. Select the < **Submit** > button
 8. Review the receipt
 9. Select < **OK** > to acknowledge the receipt
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How to Recycle Your Blackboard Course Site

A. Export Your Blackboard Course Site

1. Log-in to the CUNY Portal and select Blackboard
2. Select the Course that you wish to export
3. Select < **Control Panel** > located at lower left
4. Select < **Export Course** > located within the Course Options section
5. Select the course materials that you wish to include in the export package (*For a package to serve as an exact record, including user records, use Archive instead of Export.*)
6. Select the < **Submit** > button, located at lower right
7. Select the hyperlink located underneath < **Receipt** > to download the package file
8. When the download is complete, click the < **OK** > button, located at lower right

B. Import Your Blackboard Course Site Package

1. Log-in to the CUNY Portal and select Blackboard
 2. Select the Course into which you wish to import a Course Package
 3. Select the < **Control Panel** > located at lower left
 4. Select < **Import Package** > located within the Course Options section
 5. Select the < **Browse** > button
 6. Navigate to the .ZIP file which contains the Course Package you wish to import
 7. Select the course materials that you wish to include in the import process (*To recreate a course from an archive package, including user records, use Restore instead of Import.*)
 8. Select the < **Submit** > button, located at lower right
 9. Review the receipt
 10. Select < **OK** > to acknowledge the receipt
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For additional assistance with the CUNY Portal and your Blackboard Course Sites, please contact:

Carlos A. Cruz
Multimedia/Instructional Design Specialist and Blackboard Support

Brooklyn College Library, Room 381
E-mail: carlosa@brooklyn.cuny.edu
Telephone: 718.951.4667