



Course Archiving and the Class Setup Tool:

Managing Your UB Learns Courses for Migration to Brightspace

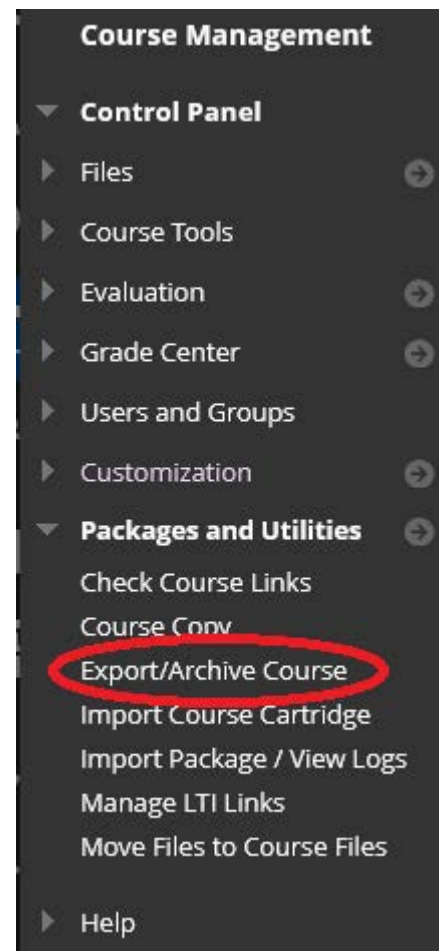
As you prepare for the migration to the Brightspace learning management system, you will select a single course site for each course that you teach, which you will prepare for migration. Since most recent course sites have been most recently updated, it is likely that you will want to select the newest version of your course sites for migration. Other course sites that will not be migrated should be archived and then deleted using the UB Learns Class Setup Tool.

Archiving Past Courses

It is good practice to create an archived version of each course site at the end of each term after final grades have been posted to HUB. Saving these archive files will ensure that you are prepared to respond to any grading challenges that may come after final grades have been assigned in HUB.

The Course Archive Process

1. Open the UB Learns course site that you want to archive.
2. In the Course Management menu, select Packages and Utilities to open the utilities menu.
3. Then, select the Export/Archive Course.



2 The Course Management Menu

Export/Archive Course

Export Package

Archive Course

3 The Export/Archive Interface

4. Select Archive Course at the top of the screen.
5. Select the relevant options for archiving:
 - a. Include the grade center history.
 - b. Copy links and include copies of the files in the course default directory.
 - c. Copy links and include copies of the files outside of the course default directory.
6. Click on the Submit button.

Archive Course

SELECT COPY OPTIONS

* Source Course ID ADM_UBC_lindseyL081719

Include Grade Center History (increases file size and processing time)

FILE ATTACHMENTS

Course Files Default Directory

Copy only links to course default directory files

Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory

Copy only links to files stored outside of the course default directory

Copy links and include copies of the files outside of the course default directory

Package Size

4 The Archive Interface

7. Once the archive file is ready, it will be listed on the main Export/Archive page:



Export/Archive Course

Export Package Archive Course Export Common Cartridge Package

Refresh

PACKAGES CREATED MANUALLY

ⓘ The packages will be available for 30 days before they are automatically deleted.

| FILE NAME | DATE CREATED | AVAILABLE UNTIL |
|---|-----------------|-----------------|
| ArchiveExFile_ADM_UBC_lindsey_081719_20220919095720.zip | 9/19/22 9:57 AM | 10/19/22 |

Displaying 1 to 1 of 1 items Show All Edit Paging...

5 The Archived File

8. Click on the name of the archive file (in blue), and it will download to your computer. You can then save it locally.

Identifying Courses for Deletion

Once you have archived all of your past courses, you will then want to determine which courses will be prepped for migration to Brightspace and which ones can be deleted.

Note: This action will permanently remove your course from the Class Setup Tool, and you will no longer see or have access to your course or course content in UB Learns.

Deleting Course Sites Using the Class Setup Tool

1. Navigate to the UB Learns landing page and locate the link for the UB Learns Class Setup Tool.

UB Learns Announcements for Instructors

Faculty using Blackboard's *Instructor* mobile app need to transition to the *Blackboard* mobile app

Blackboard has integrated the functionality of its *Instructor* mobile app into its *Blackboard* mobile app. The *Instructor* mobile app was deprecated on Aug. 4, and full support will end in September. Faculty can install the latest version of the *Blackboard* mobile app (v. 7.7) from the iOS and Android app stores.

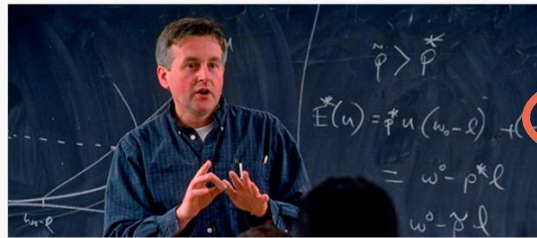
Summer 2022 term student enrollments in UB Learns were set to Unavailable on Monday, Aug 29, 2022

On Monday, Aug. 29, **summer 2022 term student enrollments** in UB Learns were set to Unavailable. Instructors continue to have access to student grades, interactions and postings. Students are not able to access spring 2022 courses unless an instructor extends their enrollments.

[Learn more about past term student enrollments](#)

Summer 2021 courses were removed from UB Learns on Thursday, Sept. 15, 2021

Helpful Links for Instructors



UB Learns Help

Blackboard Help for Instructors

UB Learns Class Setup Tool

Supported browsers

Contact UB Learns

6 Finding the Class Setup Tool on UB Learns

2. Click on Past Terms.



UB Learns Class Setup Main Menu

[\[UB Learns Help\]](#)

The UB Learns Class Setup tool allows instructors to enable UB Learns class sites, set dates for student access, and combine class enrollments. Instructors can also delete past-term class sites and extend enrollment for individual students or for the entire class.

The UB Learns Class Setup tool has a new look-and-feel, and instructors are now able to extend student enrollments beginning two weeks before the end of the term.

See our [Using the UB Learns Class Setup Tool](#) quick guide for help in getting your class up and running.

Class by Term

[Winter 2023](#)

[Fall 2022](#)

[Past Terms](#)

Advanced Class Setup Options

[Request Administrative Course](#)

[Request Course Combination](#)

- Use the Request Course Combination link to combine classes with other instructors or after the term has started.

7 The Class Setup Tool Interface

3. For each course site that you want to delete, click on the trashcan icon.

| Past Terms Class List | | | | | Q |
|-----------------------|------------|---|------------------------|--------------------------|---|
| Term ↓ | Class ID | Description | Scheduled Removal Date | Has Extended Enrollments | |
| Spring 2022 | 2221_20075 | LAI699LECLOA: Seminar in College Teaching | 6/15/2023 | No | |
| Spring 2022 | 2221_22352 | SSC198SEMVA: UB Seminar | 6/15/2023 | No | |
| Spring 2022 | 2221_24527 | SSC198SEMVA2: UB Seminar | 6/15/2023 | No | |
| Fall 2021 | 2219_18060 | CEP198SEMHL: UB Seminar | 1/15/2023 | No | |

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8 The Past Terms Class List

4. You will be asked to confirm deletion. Click on the Confirm button to proceed with the deletion.



Confirm Delete Class

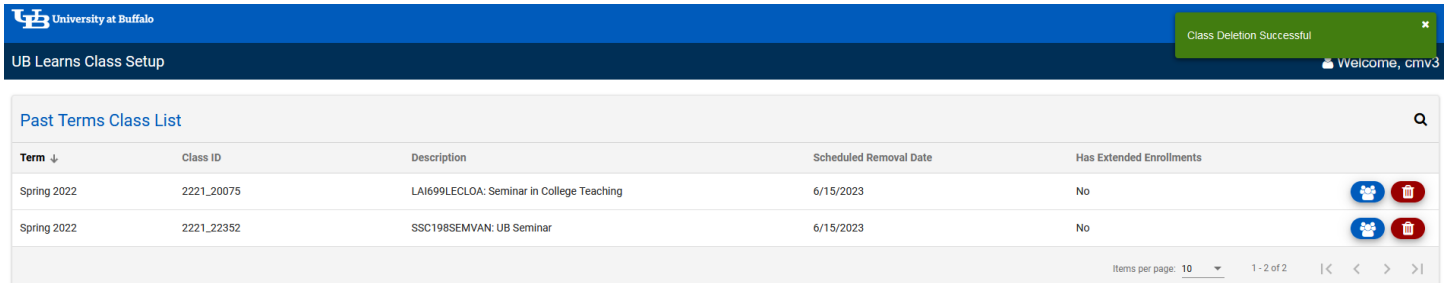
Are you sure you wish to delete this class? This action is permanent.

Cancel





Confirm

9 Confirming Course Deletion in the Class Setup Tool

5. You will then see a green popup indicating that the deletion was successful, and the course will be removed from the list.



The screenshot shows the 'UB Learns Class Setup' interface. A green notification box at the top right says 'Class Deletion Successful'. Below it is a table titled 'Past Terms Class List' with the following data:

| Term ↓ | Class ID | Description | Scheduled Removal Date | Has Extended Enrollments | |
|-------------|------------|---|------------------------|--------------------------|---|
| Spring 2022 | 2221_20075 | LAI699LECLOA: Seminar in College Teaching | 6/15/2023 | No |   |
| Spring 2022 | 2221_22352 | SSC198SEMVAN: UB Seminar | 6/15/2023 | No |   |

At the bottom right of the table, there is a pagination control showing 'Items per page: 10' and '1 - 2 of 2'.

10 Confirmed Course Deletion in the Class Setup Tool