

## Blackboard Learn



Because Campus Pack wikis, blogs, and podcasts will become unavailable starting on June 1<sup>st</sup>, 2014, we strongly urge faculty to export and download any content they wish to preserve for future reference or use with alternative tools.

## HOW TO EXPORT AN INDIVIDUAL WIKI, BLOG, OR PODCAST EPISODE

Campus Pack content can be exported as website with a folder of associated attached files. Exported content can include comments or tags that were added by the authors and contributors of the content. This process must be completed for each blog, wiki, or podcast episode feed you want to preserve:

1. In your course, navigate to the podcast episode, blog, or wiki that you want to export as a website.
2. Once the content opens, look for the menu at the top of the content's page and click the **EXPORT** link.



3. On the "Export..." page, go to the **EXPORT AS** drop-down menu. Select **STANDALONE WEBSITE**.

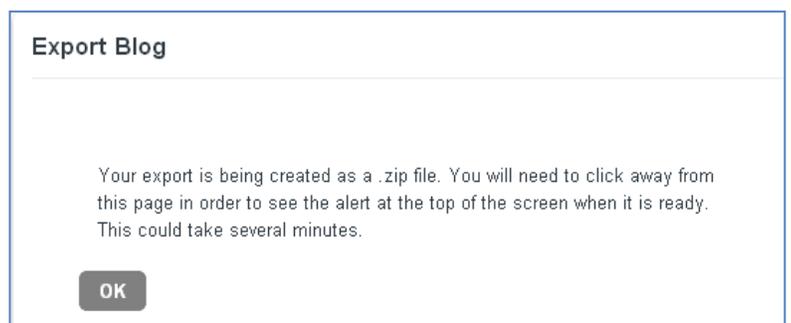
In the **OPTIONS** area, leave the **INCLUDE TAGS** and **INCLUDE COMMENTS** boxes checked so that this content will be included in the export.

Then, click the **EXPORT** button.

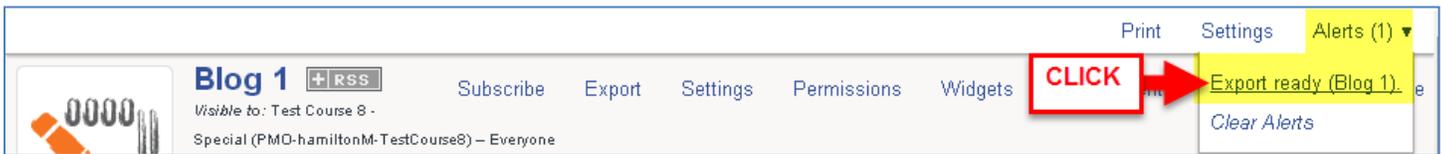


4. You will see a confirmation message stating that the export file is being created as a .zip file. Depending on the size of the content, the export process may take several minutes to complete.

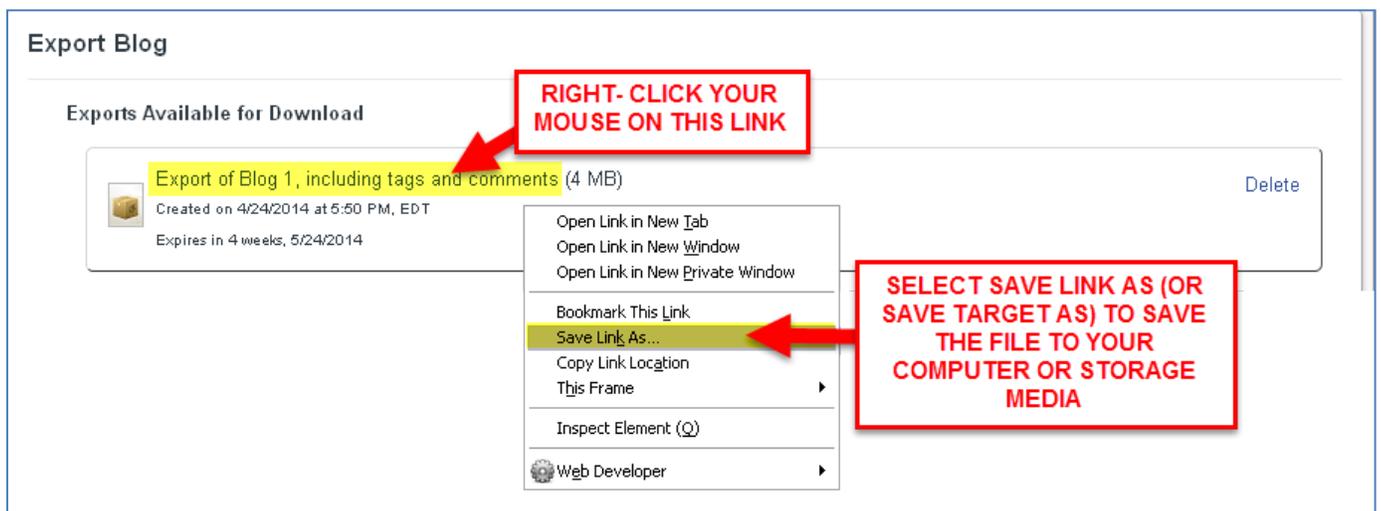
Click the **OK** button to exit this message.



5. You will be taken back to content's main page. Wait a few minutes, and then refresh this page. When the export file is ready for download, an **ALERTS** link will appear at the top page. Click the **ALERTS** link to view a dropdown menu, and then select the export file you want to download.

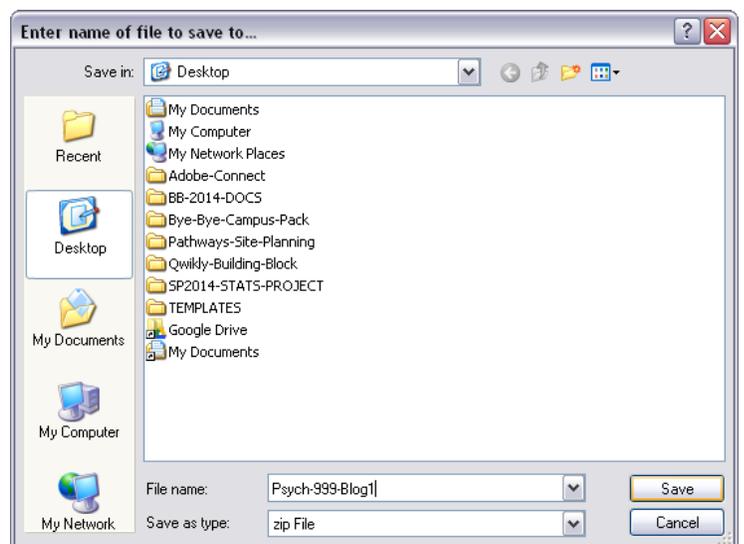


6. You will be taken back to the content's export page. A link to download your export file will appear underneath the heading, **EXPORTS AVAILABLE FOR DOWNLOAD**. To save this file to your computer or storage media, **RIGHT-CLICK** your mouse on the **EXPORT OF** link. In the context menu that appears, click on **SAVE LINK AS** or **SAVE TARGET AS**.



7. In the **SAVE** window that appears, select the location where you want to save the export file and give the file a meaningful name.

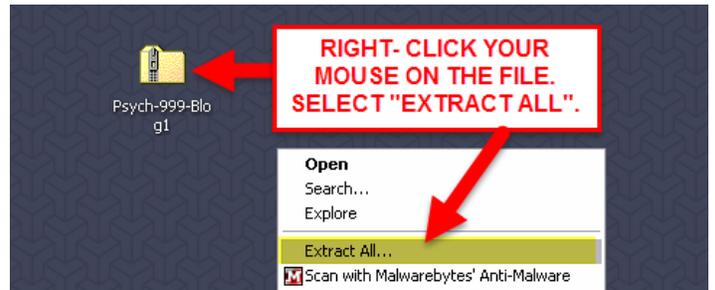
Click the **SAVE** button when you are done so that the file will download.



## ACCESSING CONTENT IN AN EXPORT FILE

To view the exported content, you must extract the files from the compressed zip file

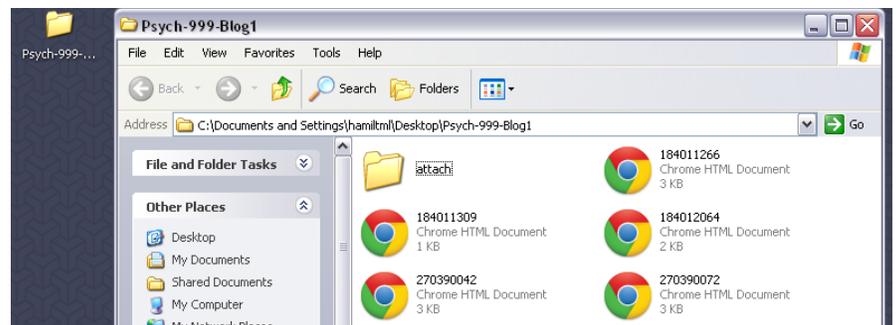
1. Right-click your mouse on the name of the file. From the context menu that appears, select the "Extract All" option.
2. Then, follow the prompts from the File Extraction Wizard that appears to extract the files to an easy-to-view unzipped folder.



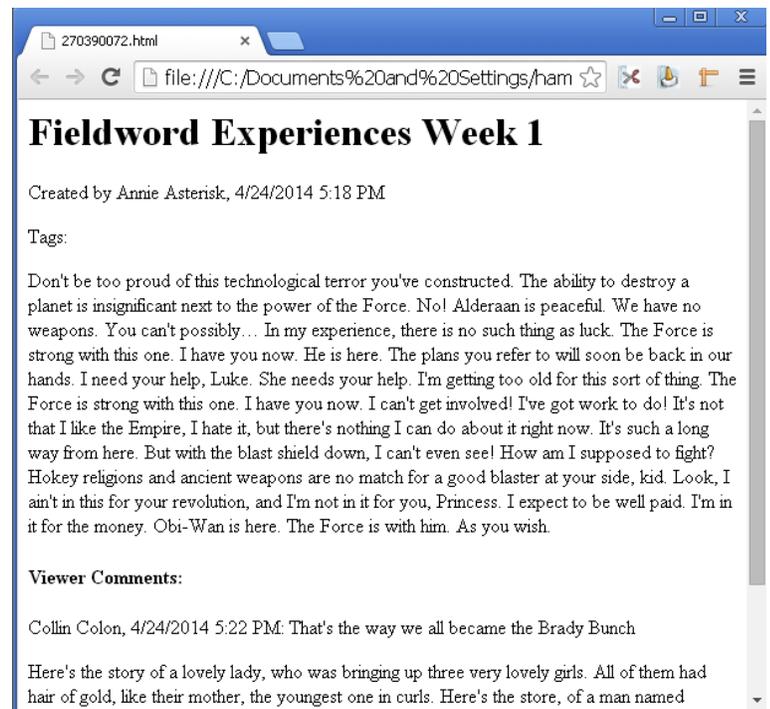
## Understanding content format and organization

The content of the exported file will include individual web pages for each post that existed in the wiki, blog, or podcast episode and a folder of attached files.

The files will be named and organized according to Campus Pack's post ID system.



When you view a selected web page in your web browser, you will see who authored the post, the post's contents, and any comments that were added by contributors.



## OPTIONS FOR REUSING CONTENT

For wikis or blogs, we encourage faculty to use your choice of these alternative tools. You may copy and paste text content and upload attached files from your exported Campus Pack content when building your content using these tools.

	Blackboard Assessment Tools	Google Apps
For Wikis	<a href="#">Blackboard Wikis</a>	<a href="#">Google Sites</a>
For Blogs	<a href="#">Blackboard Blogs</a>	<a href="#">Blogger</a>
Why Should I Use these Tools?	<ul style="list-style-type: none"> <li>• Similar in design to Blackboard’s discussion and journal tools. Simple and easy to use.</li> <li>• Automatically integrated into your course for easy grading and user management.</li> <li>• Specific to a single course and can be used in conjunction with Blackboard Groups.</li> </ul>	<ul style="list-style-type: none"> <li>• All MATC faculty and students have access to Google Apps through the myMATC portal.</li> <li>• Blogger and Google Sites can be used with other Google Apps, like YouTube, Drive, and Google+ social media.</li> <li>• Useful for collaboration and community building that goes beyond the classroom.</li> <li>• Links to view blogs and wikis can be shared in the course, but collaborators must be assigned based on e-mail invitations.</li> </ul>

For podcast lectures, we strongly encourage faculty to share their audio files with their students through a shared Google Drive folder. After you have saved your podcast files to your computer, you can upload your podcast files to a sharable folder in your Google Drive using these 6 simple steps:

- Step One: [Log into Google Drive using your MATC email address and password.](#)
- Step Two: [Create a folder in your Google Drive.](#)
- Step Three: [Upload your podcast files into the folder you created.](#)
- Step Four: [Share your folder using the “anyone by link” setting; copy the folder’s shareable URL.](#)
- Step Five: [Log into Blackboard and access your course.](#)
- Step Six: [Create a Web Link in your course’s menu that links to your shared podcast folder.](#)

Your students may download the podcast files from your shared Google Drive folder to view on their computer or mobile device.

### Need Help or Have Questions About Alternative Tools?



**Please contact a Blackboard Faculty Support Team Member:**

Kameal Love  
[lovek2@matc.edu](mailto:lovek2@matc.edu)  
 297-8937

Megan Hamilton  
[hamiltml@matc.edu](mailto:hamiltml@matc.edu)  
 297-8372