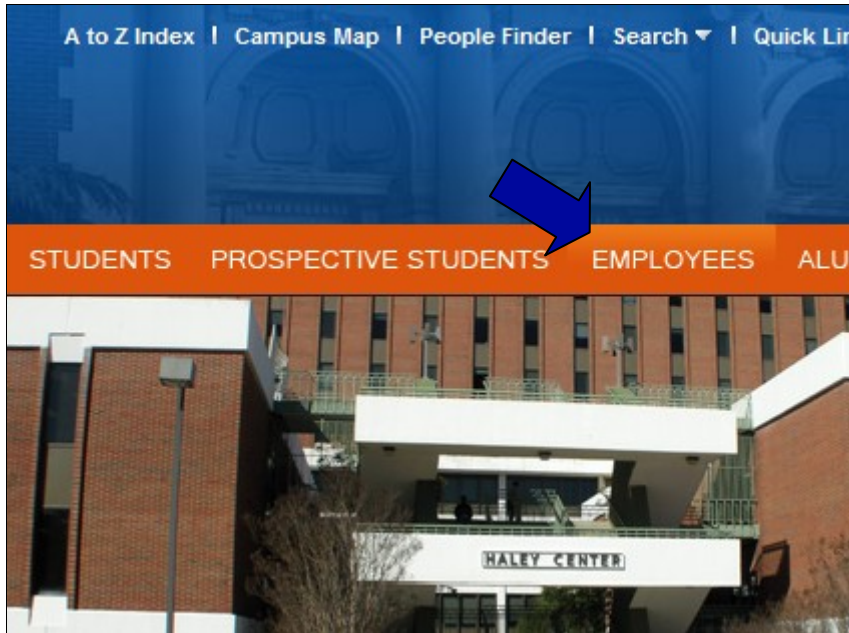
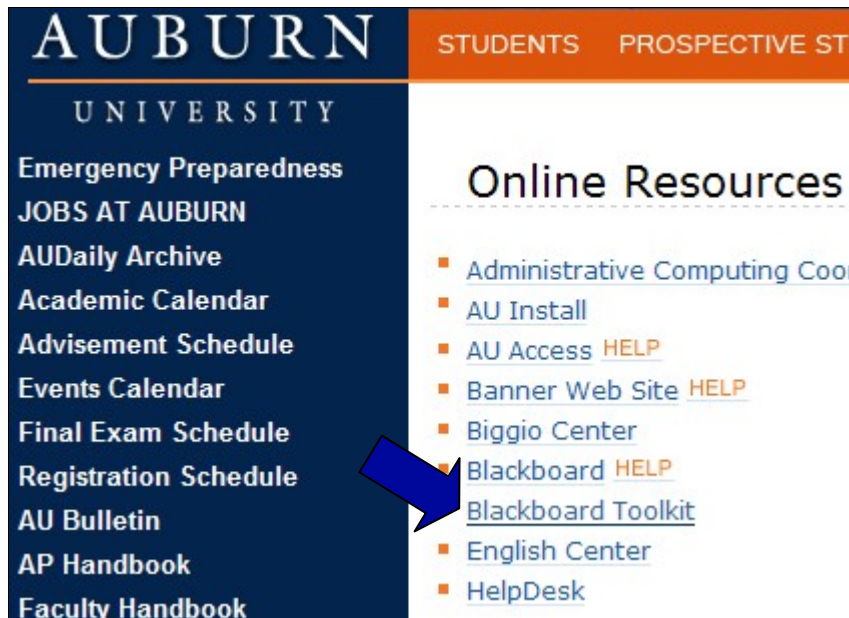


How to Save Course Content in Blackboard

1. From the Auburn homepage, click the **Employees** link.

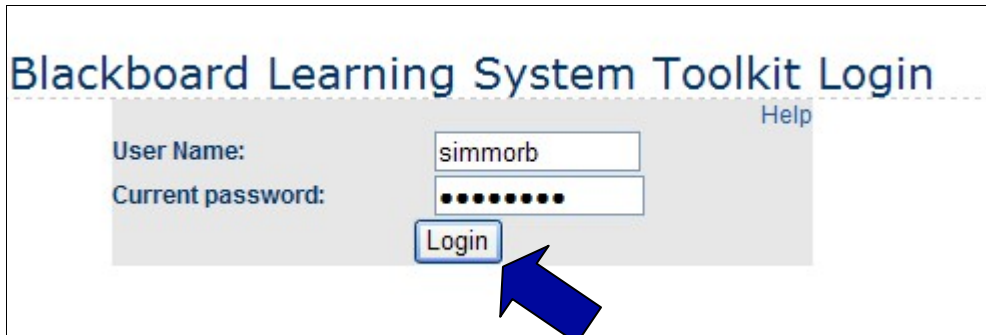


2. Select the **Blackboard Toolkit** link.

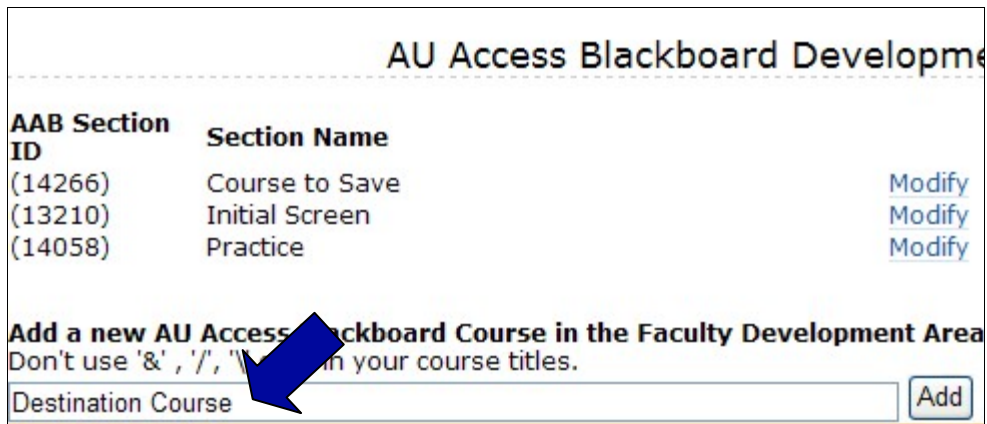


How to Save Course Content in Blackboard

- Log in to Blackboard Toolkit by entering your User Name and Password. Click the **Login** button.



- Type in a name for the course backup and click the **Add** button. Disregard the first section, as it is no longer used.

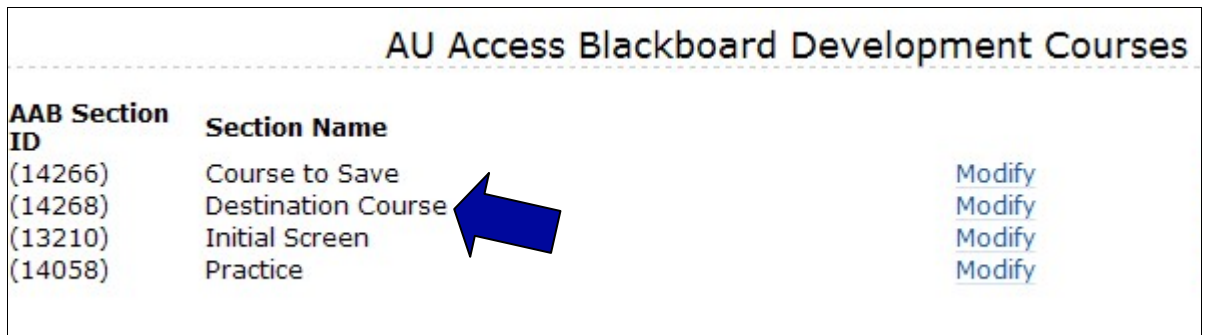


AAB Section ID	Section Name	
(14266)	Course to Save	Modify
(13210)	Initial Screen	Modify
(14058)	Practice	Modify

Add a new AU Access Blackboard Course in the Faculty Development Area
 Don't use '&', '/', '' in your course titles.

Destination Course

- Please *wait 15 minutes* for your Blackboard development course to be created.



AAB Section ID	Section Name	
(14266)	Course to Save	Modify
(14268)	Destination Course	Modify
(13210)	Initial Screen	Modify
(14058)	Practice	Modify

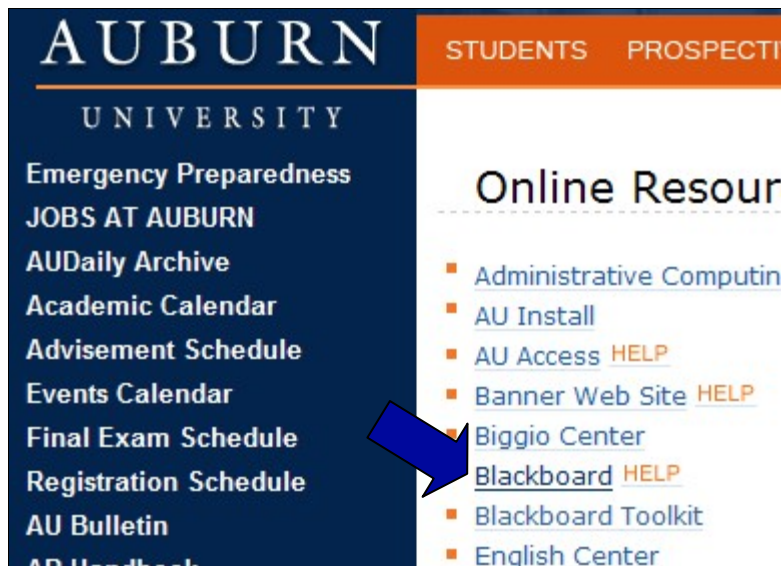
How to Save Course Content in Blackboard

6. Log out of **Blackboard Toolkit** and return to the Auburn homepage.

Click the **Employees** link.



7. Select the **Blackboard** link.



8. Select the **AU Access Blackboard** link.



9. Log in with your User Name and Password and click the **OK** button.

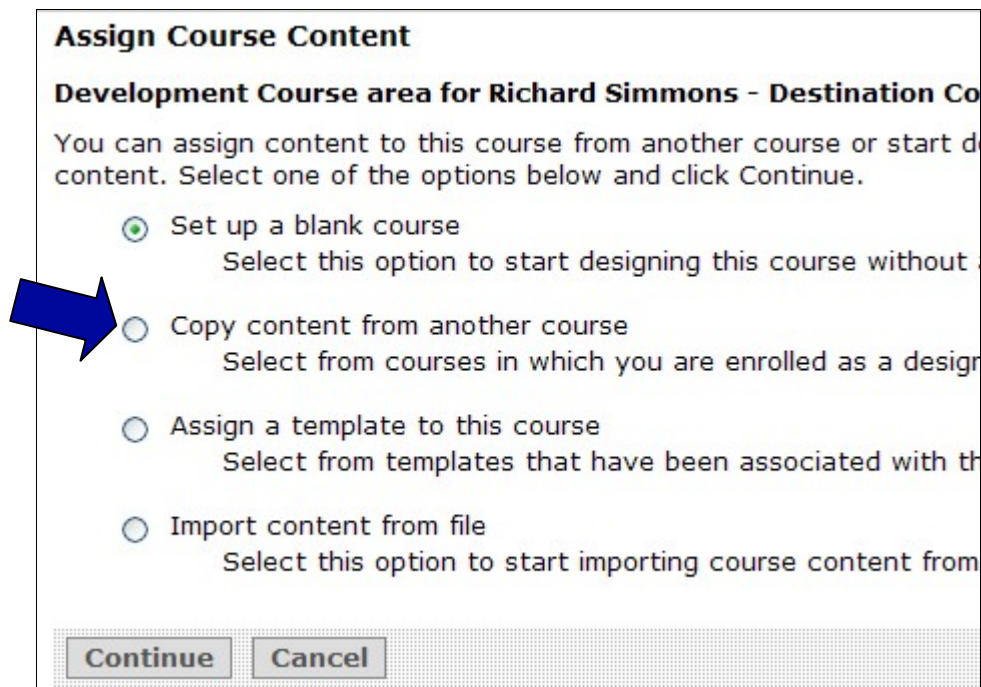


How to Save Course Content in Blackboard

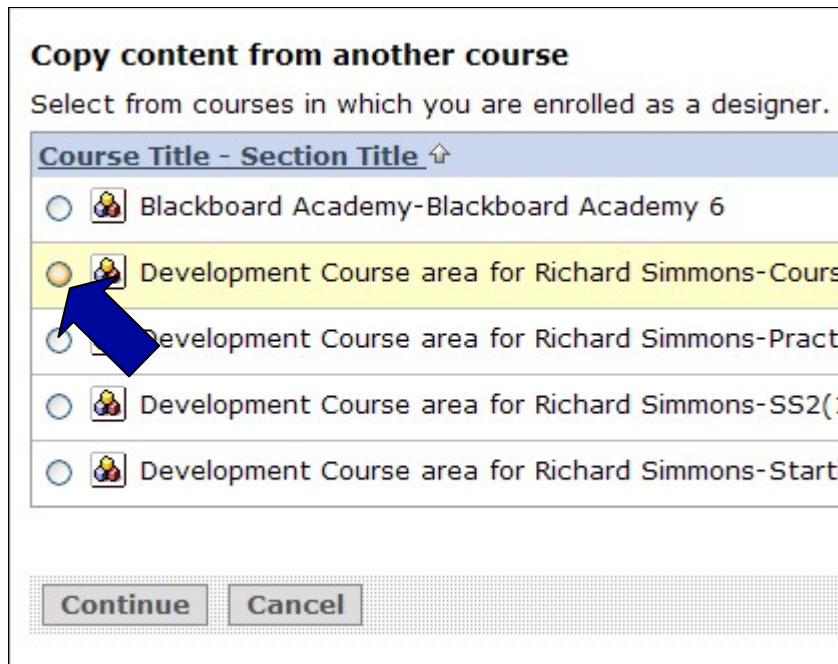
10. Select the **Development Course** you created in Blackboard Toolkit earlier (**NOT** the one you wish to save).



11. Select the **Copy content from another course** radio button and click **Continue**.



12. Select the radio button next to the course you wish to save and click **Continue**.

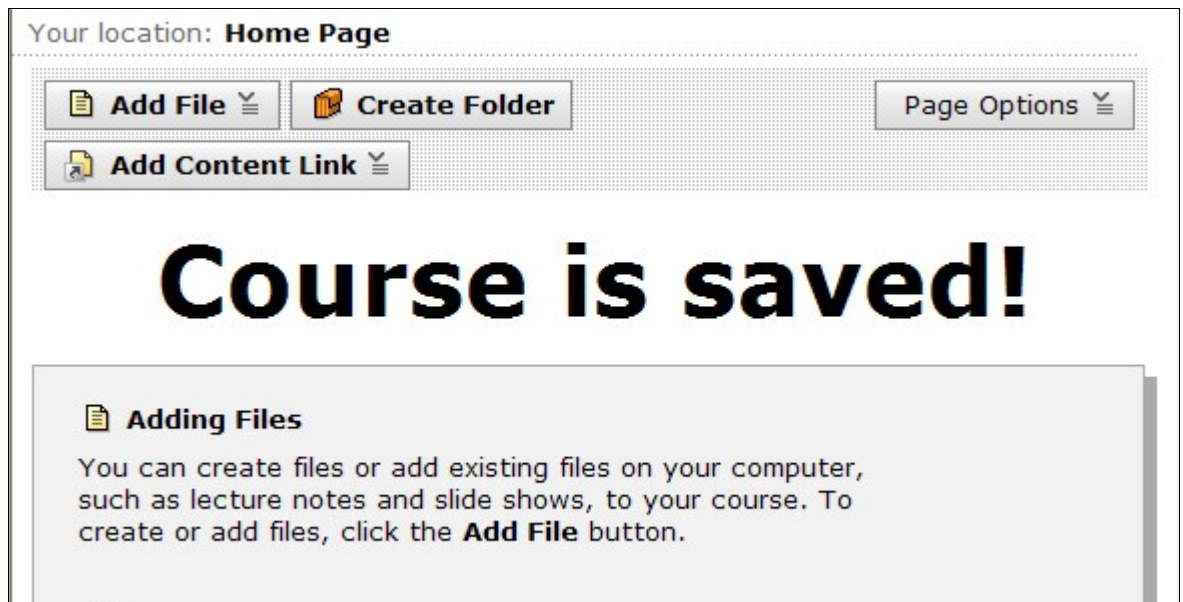


Copy content from another course
Select from courses in which you are enrolled as a designer.

Course Title - Section Title ↑	
<input type="radio"/>	Blackboard Academy-Blackboard Academy 6
<input checked="" type="radio"/>	Development Course area for Richard Simmons-Course
<input type="radio"/>	Development Course area for Richard Simmons-Practic
<input type="radio"/>	Development Course area for Richard Simmons-SS2(1
<input type="radio"/>	Development Course area for Richard Simmons-Startir

Continue **Cancel**

13. A message will appear confirming that your course is saved.



Your location: **Home Page**

Add File **Create Folder** **Page Options**
Add Content Link

Course is saved!

Adding Files
You can create files or add existing files on your computer, such as lecture notes and slide shows, to your course. To create or add files, click the **Add File** button.