
Guide for Blackboard Course Archive Requests for Faculty

About this Guide

This guide will walk you through:

- Navigating to the Blackboard Course Archive Request panel in PeopleSoft.
- Requesting a Blackboard Course Archive Request via the panel in PeopleSoft.

For more information about what a Blackboard Course Archive is, please see the document called “Guide for Exporting Courses and Course Components” under Blackboard Support for Faculty, on the Niagara College ITS support site: <http://its.niagaracollege.ca>

Blackboard Course Archive Request panel in PeopleSoft

What is the Blackboard Course Archive Request Panel?

The Blackboard Course Archive Request panel allows Faculty to request that a specific course archive be extracted from Blackboard. Once the request procedure has completed, the archive will be placed into the user’s Niagara College OneDrive, and the user will be emailed a notification that the request has been completed.

Navigation

To reach the Course Archive Request panel, you must first login to PeopleSoft Campus Solutions via the Niagara College Portal. Once you have logged in to PeopleSoft, the panel is found at the following navigation:

Main Menu → NC Interfaces → Interfaces → Use → BB Course Archive Request

You may then request course archives by clicking the “Request Archive” button beside a given course.

Description

The BB Course Archive Request panel will show your User ID and Name as recorded within PeopleSoft. You will be given a list of courses, sorted by Term, Subject, Catalog, and Section. You should be able to see all courses within the last several years. The list of courses is paginated, and you may switch to different pages using the arrow buttons on the list.

Once you have found a course that you would like to retrieve the course archive for, click the “Request Archive” button. You may request a course archive for a specific Term/Subject/Catalog/Section only once. Once you have requested the archive for a class, the corresponding “Request Archive” button will be disabled (greyed out).

Please note that it may take up to 24 hours for your course archive request to be processed.

BB Course Archive Request

User ID: XXXXXXXXXX

Name: XXXXXXXXXX

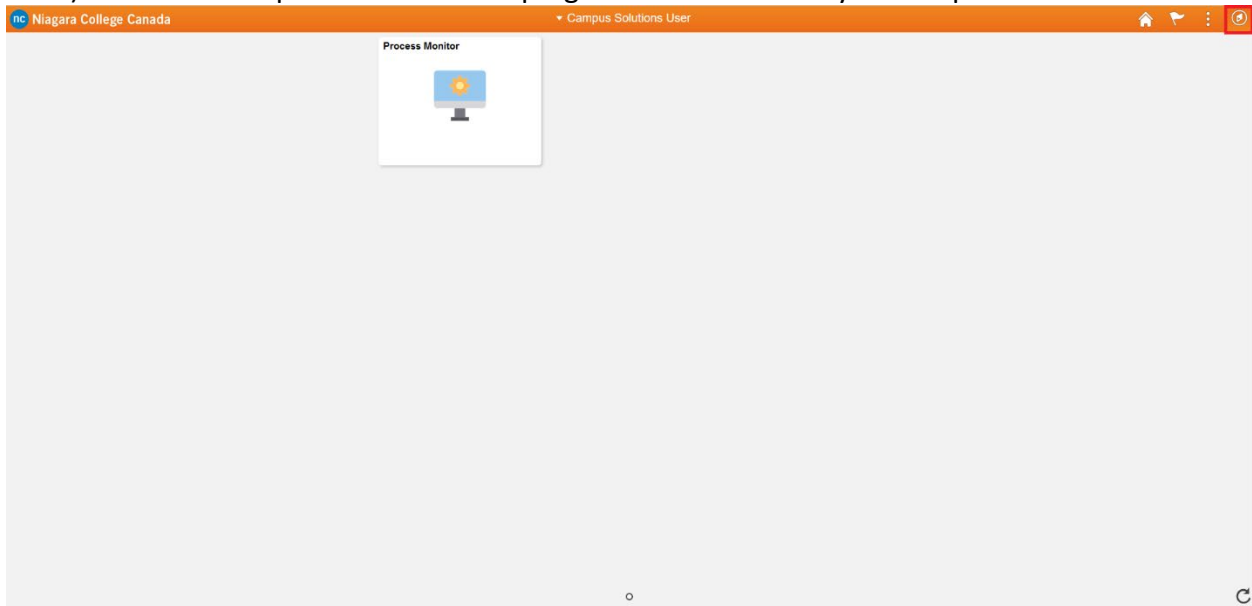
Personalize Find View All							First	1-10 of 33	Last
Term	Subject	Catalog	Section	Course Description	Request Archive				
1 2020 Spring	GISC	9300	Many	Applied GIS Thesis	Request Archive				
2 2020 Winter	GISC	9319	Many	Thesis Project Development	Request Archive				
3 2020 Winter	GISC	9320	01	Geodatabases	Request Archive				
4 2019 Spring	GISC	9300	Many	Applied GIS Thesis	Request Archive				
5 2019 Winter	GISC	9319	Many	Thesis Project Development	Request Archive				
6 2018 Spring	GISC	9300	Many	Applied GIS Thesis	Request Archive				
7 2018 Winter	GISC	9319	Many	Thesis Project Development	Request Archive				
8 2018 Winter	GISC	9320	Many	Geodatabases	Request Archive				
9 2017 Fall	GISC	9304	Many	GIS Systems and Programming	Request Archive				
10 2017 Spring	GISC	9300	Many	Applied GIS Thesis	Request Archive				

Note: It may take up to 24 hours to process your request.

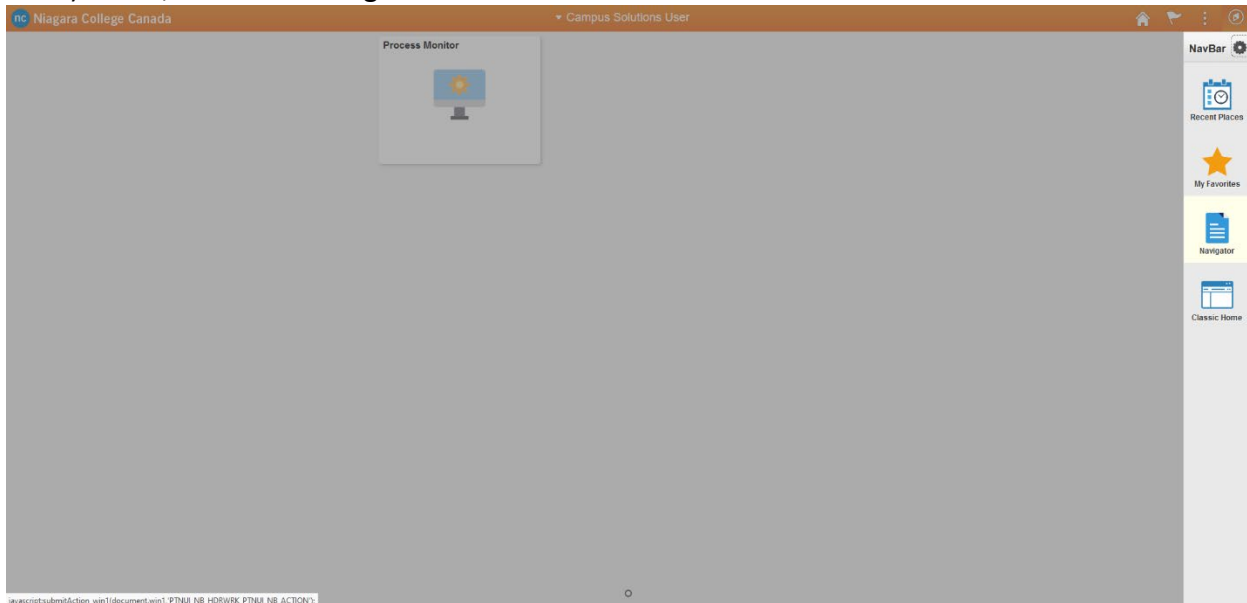
Walkthrough

A detailed walkthrough is shown via a series of screenshots here:

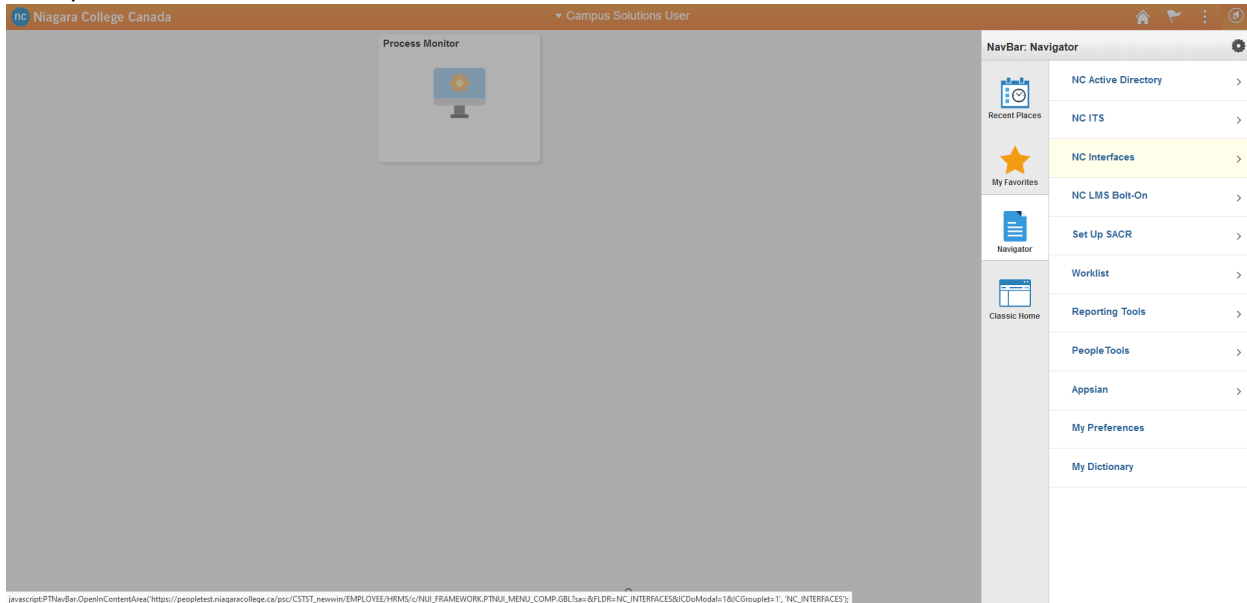
- 1) Click the compass icon on the top right of the screen for your PeopleSoft session.



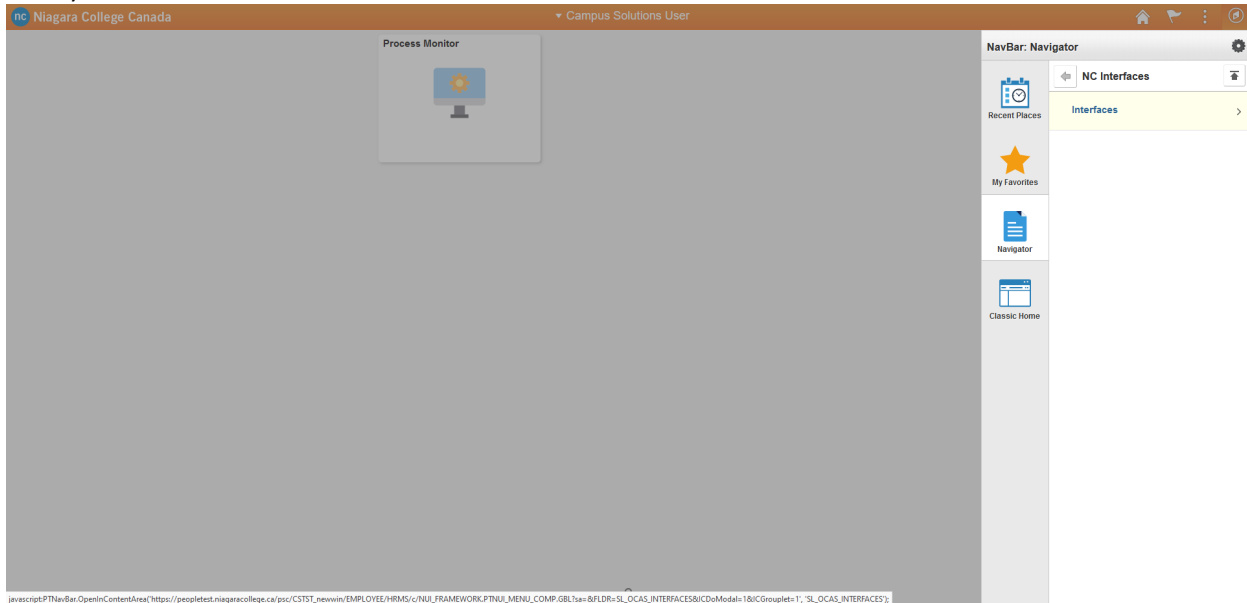
- 2) Now, click the “Navigator” button to show the menu.



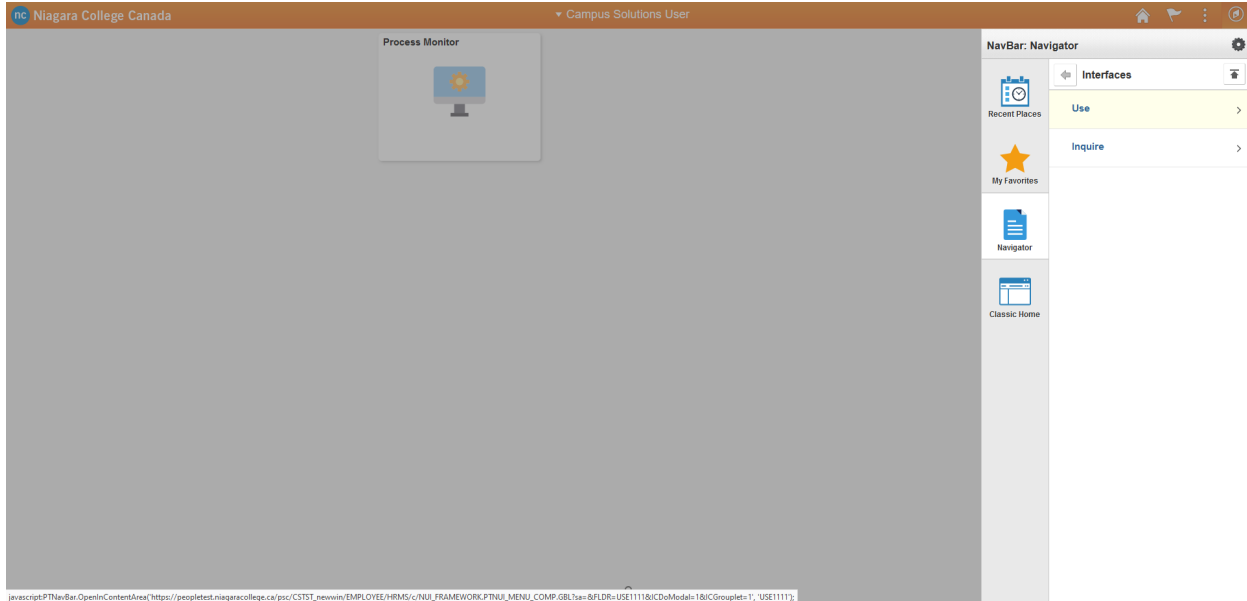
3) Click “NC Interfaces”.



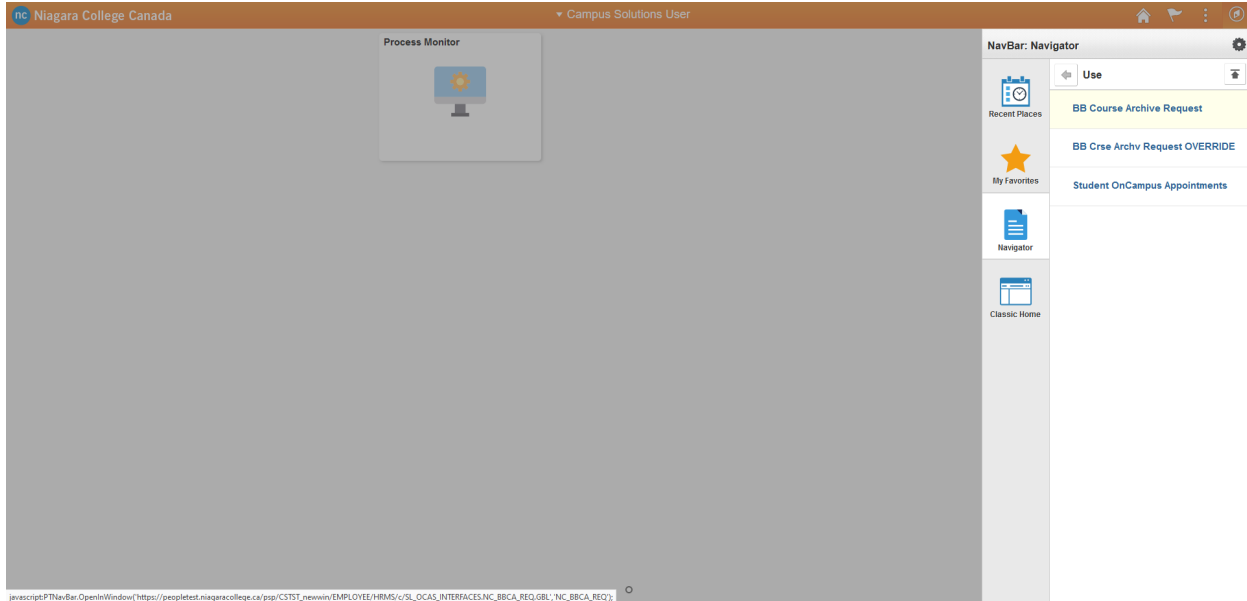
4) Click “Interfaces”.



5) Click “Use”.



6) Click “BB Course Archive Request”.



- Find your course that you would like to request a Course Archive for and press the corresponding “Request Archive” button.

Please note that it may take up to 24 hours to complete your request.

← Campus Solutions User BB Course Archive Request Home Search Help | Personalize Page

BB Course Archive Request

User ID: CBISSELL
Name: Bissell, Colin

Term	Subject	Catalog	Section	Course Description	Request Archive
1 2020 Spring	GISC	9300	Many	Applied GIS Thesis	Request Archive
2 2020 Winter	GISC	9319	Many	Thesis Project Development	Request Archive
3 2020 Winter	GISC	9320	01	Geodatabases	Request Archive
4 2019 Spring	GISC	9300	Many	Applied GIS Thesis	Request Archive
5 2019 Winter	GISC	9319	Many	Thesis Project Development	Request Archive
6 2018 Spring	GISC	9300	Many	Applied GIS Thesis	Request Archive
7 2018 Winter	GISC	9319	Many	Thesis Project Development	Request Archive
8 2018 Winter	GISC	9320	Many	Geodatabases	Request Archive
9 2017 Fall	GISC	9304	Many	GIS Systems and Programming	Request Archive
10 2017 Spring	GISC	9300	Many	Applied GIS Thesis	Request Archive

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