

# Course content from Blackboard (for students)

After 31 December 2021, you will no longer be able to retrieve information from Blackboard. If you would like to save something from the Blackboard environment, you can take the following actions.

Four types of content can be distinguished:

1. Teaching material
2. Submitted assignments
3. Portfolios
4. Personal files

## 1. Saving teaching material

Teaching materials consist of items like PDF, Word or PowerPoint files.

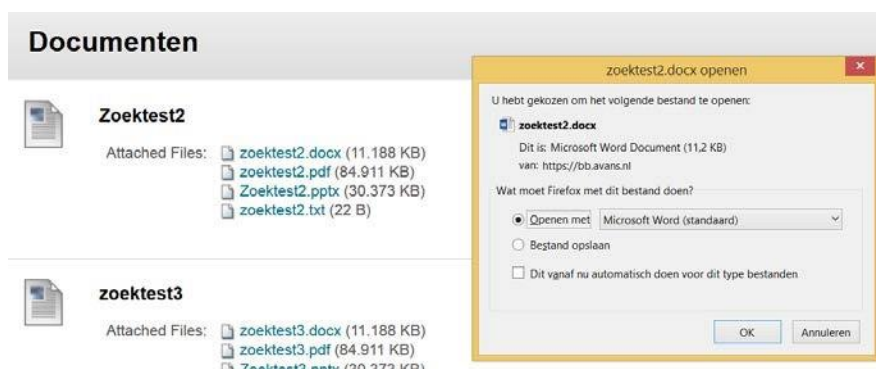
How they can be downloaded depends in part on the browser that you are using.

Go to [bb.avans.nl](https://bb.avans.nl) and log in using the data that you have always used for Blackboard. Navigate to the desired course and the information that you would like to save.

Left-click the file that you would like to save.

### Firefox

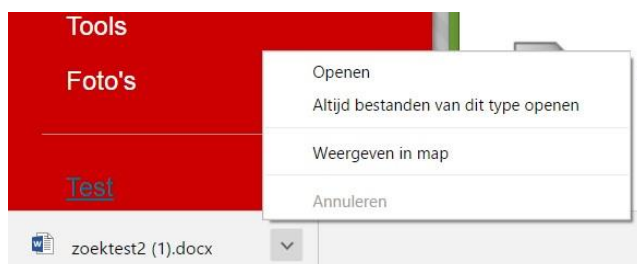
The following screen will be displayed:



You can save the file for later use (e.g. on a USB stick or hard drive). Perform this action for all files that you might want to use later.

### Chrome

The file will be saved by default, and you will see something similar to the image below in the lower left corner of the screen.

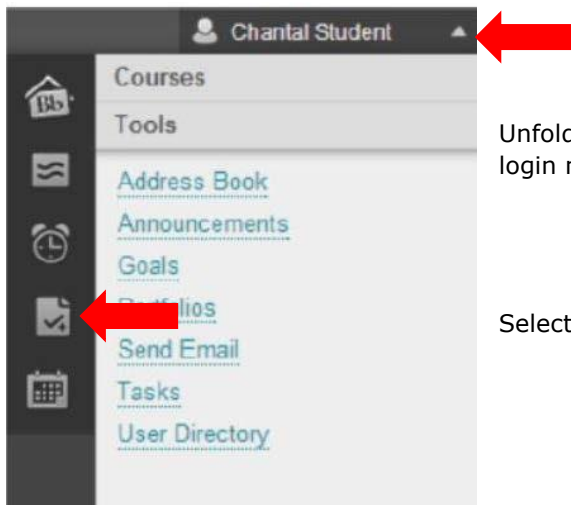


Repeat the actions until you have collected all of the information.

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## 2. To save assignments

You can also download assignments that you have submitted, including the assessment.



Unfold the small triangle appearing in the upper right next to login name.

Select *My grades*.

You will see an overview of the work that you have submitted and that has been assessed.

ITEM	LAST ACTIVITY	GRADE
<b>Weighted Total</b>		
View Description Grading Criteria		-
<b>Oprichting 1 december 2014</b>	Nov 26, 2014 1:00 PM	<b>75.00</b>
Assignment	GRADED	/100
<b>Total</b>		<b>75.00</b>
View Description Grading Criteria		/100
<b>Groepsassignment van Rick</b>	UPCOMING	-
Assignment		/10
<b>TestSimon</b>	UPCOMING	-
Assignment		/20
<b>Test van Jose</b>	UPCOMING	-
DUE: DEC 2, 2014		/10
Assignment		
<b>Lever hier je opdracht voor AVD in</b>	UPCOMING	-
Assignment		/10

Selecting an assignment will take you the following screen. The work that you have submitted will be displayed, along with any feedback and comments.

**Assignment Instructions**

1 of 5

Comments & Markups

Assignment Details

**GRADE** 2.00/2

LAST GRADED ATTEMPT

**ATTEMPT** 2.00/2

4/6/17 7:33 PM

**SUBMISSION**

[Cultuurnacht van SSZ.docx](#)

**COMMENTS**

**Feedback to Learner**

4/6/17 10:05 PM

Een goed geschreven stuk. Misschien had je ook wat meer aandacht kunnen besteden aan...

Saved As Artifact OK

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You can use the download button to save the file (e.g. on a USB stick).  
To save the file, including comments, select *Download annotated PDF*.

The teachers feedback can be saved by copying it and pasting it into a Word file.

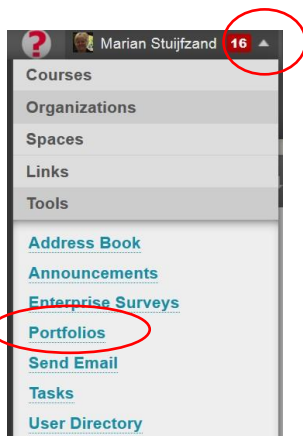
## 3. To save a portfolio

The following instructions are for saving a portfolio from the Blackboard environment and, if desired, transferring it to the new Brightspace environment. You will no longer be able to edit it, but you might be able to use the files for a new portfolio in Brightspace.

The *Firefox* screens are used for the images. If you are using another browser, the screens might look different from those displayed in these instructions. The steps must be followed carefully.

## Part 1: Blackboard

1. Log in to Blackboard through *bb.avans.nl* and click the drop-down list of the *Global Navigation Menu*. The link to *Portfolios* is located under the *Tools* option.



2. Click the link *Portfolios*.

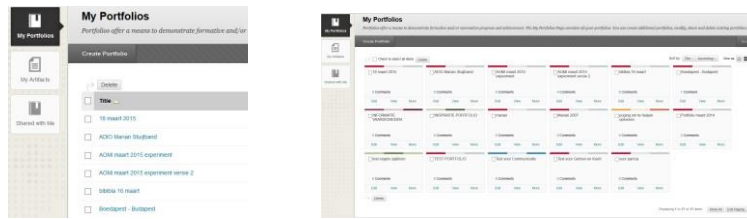
You will now be taken to the overview of your Portfolios.  
There are two different views: the chart view and the table view. Use the buttons in the upper right of the screen to select one of the views.



Table view:

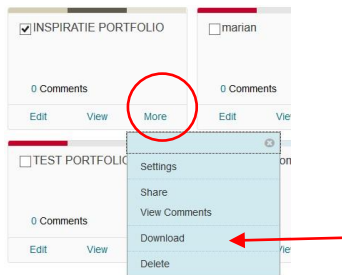
Chart view:

## Course content from Blackboard (for students)

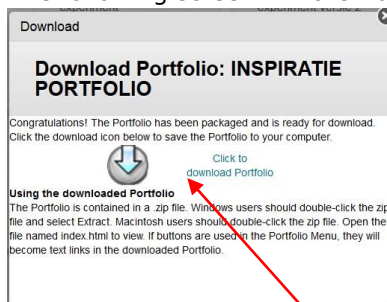


In these instructions, we use the **chart view**.

3. Click the *More* button and select *Download*.

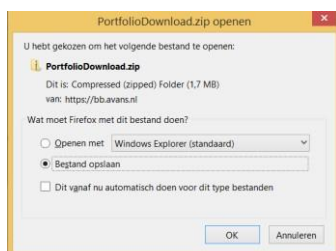


4. Your portfolio will be compressed into a ZIP file. This may take some time, depending on the size of the portfolio.  
The following screen will then be displayed.



5. Press *Click to download Portfolio*.

The file will be saved. Pay close attention to where you save the file. You may assign a name of your choice.



In this example, the file is saved in the *Downloads* folder with the name *Inspiration portfolio*.

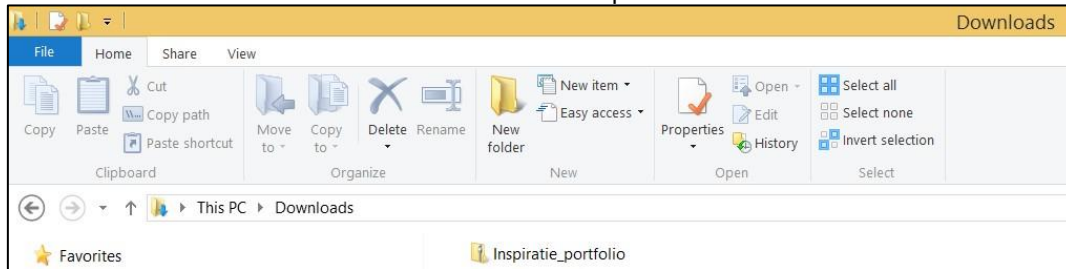
# Course content from Blackboard (for students)

File name:	Inspiratie portfolio
Save as type:	Compressed (zipped) Folder

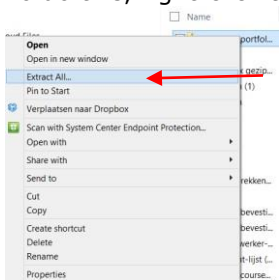
Close the screen by clicking  in the upper-right corner.

## Part 2: To view the portfolio as a web page

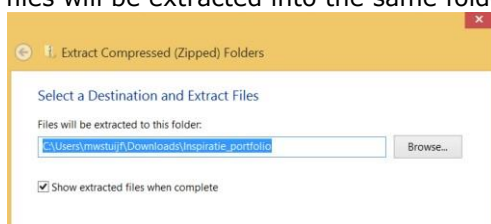
1. In the Explorer, navigate to the folder in which the ZIP file has been saved. You will have to extract the ZIP file in order to view the portfolio.



2. To do this, right-click the ZIP file and select *Extract all*.



3. Decide where to save the files from the ZIP file. If you do not select a specific location, the files will be extracted into the same folder. Confirm your selection with *Extract*.

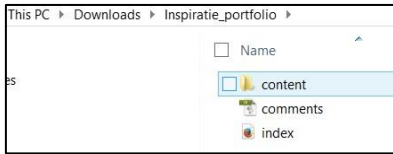


4. You will now see a ZIP file and an extracted ZIP file with the same name:



5. Using the left mouse button, double-click the folder containing the extracted files. The following will be displayed:

## Course content from Blackboard (for students)

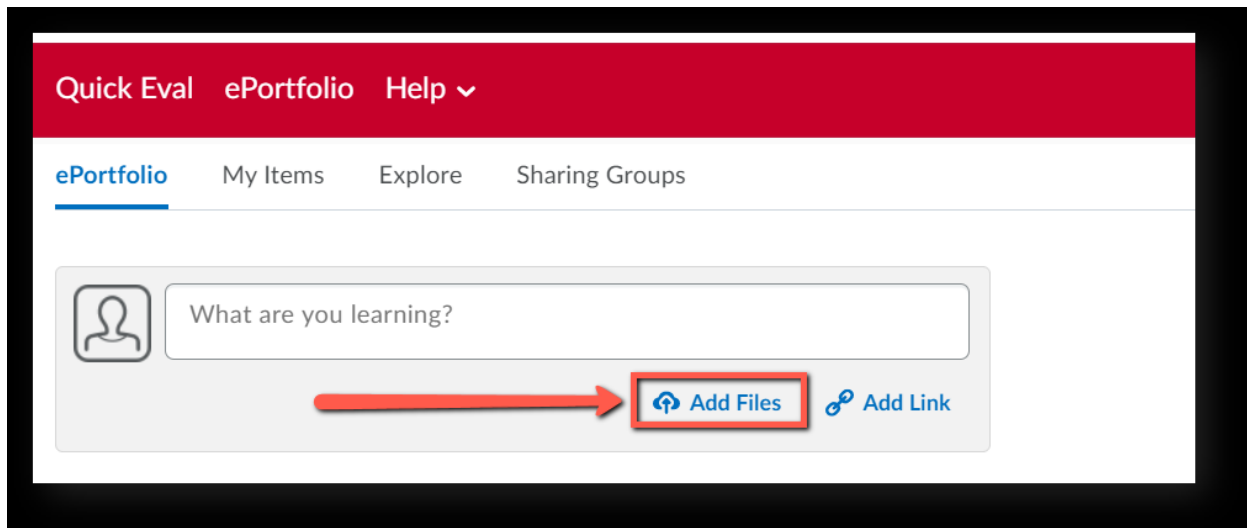


11. Opening the *Index* file will start the view of the portfolio as if it is a website.

### Part 3: To add a portfolio in Brightspace

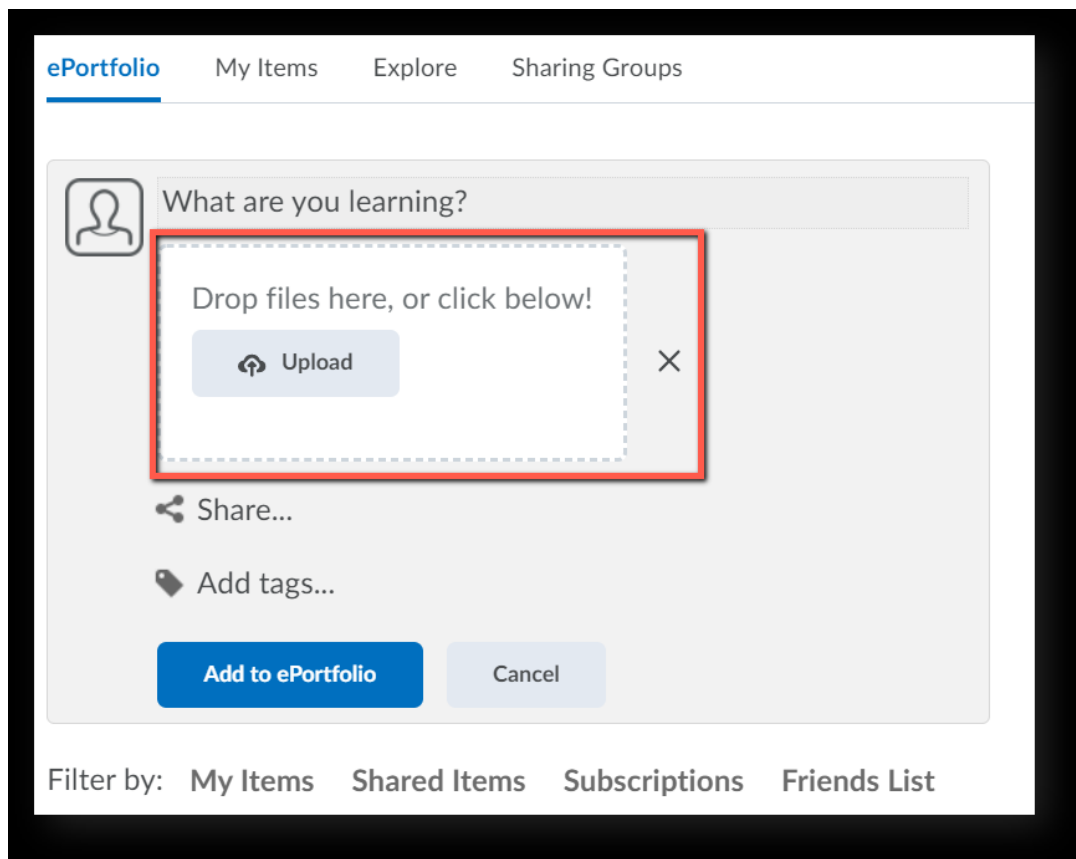
If desired, you can also add the portfolio as an *Artefact* in Brightspace and then view it as a web page. This will keep all of your files together and possibly re-use the files for a new portfolio.

1. Log in to the Brightspace environment <https://brightspace.avans.nl/d2l/home>
2. Add artefact:
  - Click the *Add Files* button to add your file.

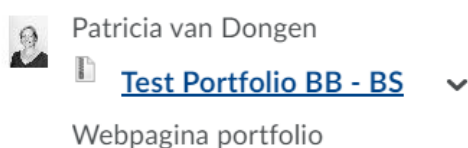


- Click the *Upload* button and select your file or drag your file from the Explorer to the box.

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- Click *Add to ePortfolio*
- The *Edit* menu can be used to edit the name and add a Description (for example, that it is a 'web-page portfolio').
- Open the *Artefact* by clicking the name of the portfolio.



- Open the folder and click *Index*. You will now be able to view the portfolio as a web page.

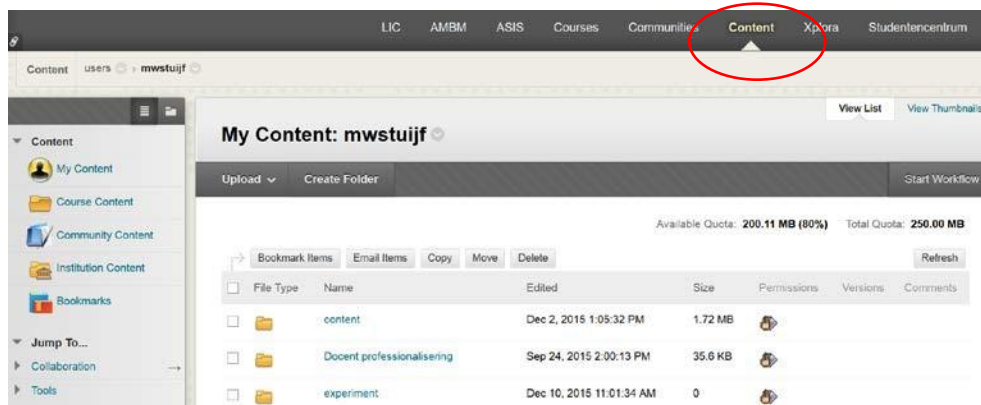


#### 4. To save personal content

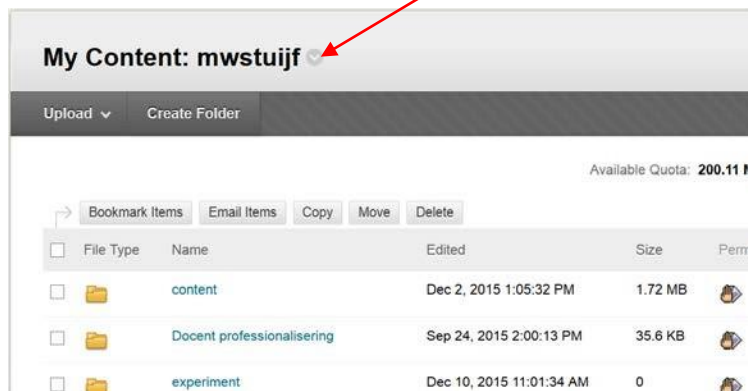
The following instructions describe how to save personal files. The steps must be followed carefully.

# Course content from Blackboard (for students)

1. Log in to *bb.avans.nl* and select the *Content* tab.



2. This will bring you to the section of the Content System that contains your personal content (*My Content*). The folders and files that you have added will be displayed in the panel on the right.
3. Click the grey chevron in the panel on the right.



4. In the following drop-down menu, select *Download Package*.



5. All of the content will be saved in a ZIP file.  
**Remember where you save the file.**  
*For example, you could use an external hard drive. This will immediately provide you with an archive of all of your files. The default name of the ZIP file is users.zip.*

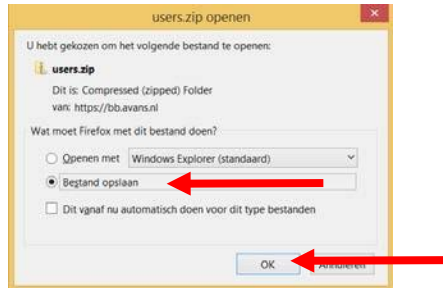
Its appearance will depend on the browser.

## Firefox:

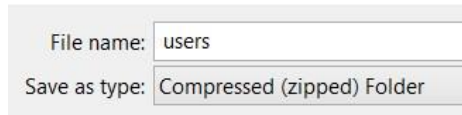
When using Firefox, select *Open file* and *OK*.



## Course content from Blackboard (for students)

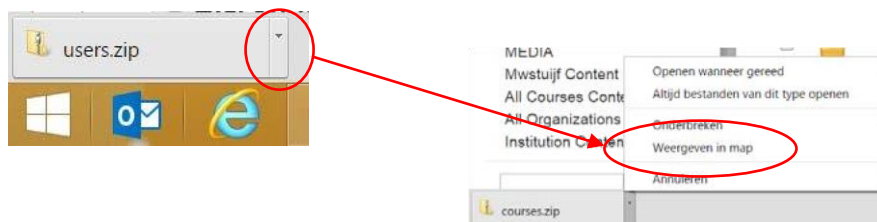


Select the right location in the Explorer to save the file, possibly with a new name. In this example, the name is 'users'.



### Chrome:

When using Chrome, a ZIP file will appear in the corner of your screen. Click the *chevron* and select *View in folder*.



This will take you to the Explorer, where you can see where the file has been saved.

If desired, you can edit the name of the ZIP file. Using the *right mouse button*, select *Rename*.

## To use personal content

To extract the files, follow the instructions described above in the section on saving the portfolio (Part 2).