

Swansea University Module Archive – a Guide for Instructors

This guide will take you through accessing content that was previously held in Blackboard. The module archive holds content for the previous **6** academic years and is a static repository of content.

The archive will be accessed via Canvas. Ensuring that you are logged into Canvas, you should see your dashboard showing the courses that you are enrolled on. To the left of your courses you should see your global navigation bar.

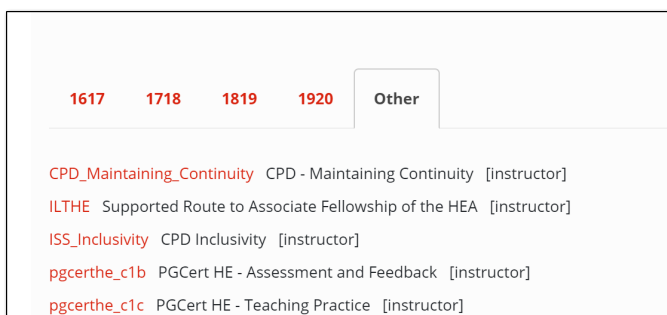
Accessing the Archive

- 1) In the Global Navigation menu, click on the “module archive” icon:

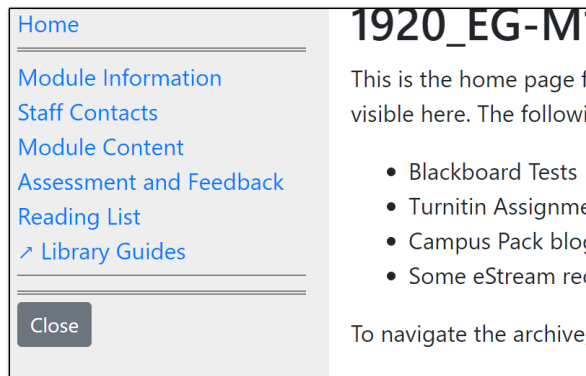


The screen that follows will take you to the list of modules that you are enrolled on. (NB. If you haven't been enrolled on any modules, the message displayed will indicate this). You will be enrolled on modules that you were previously enrolled on in Blackboard.

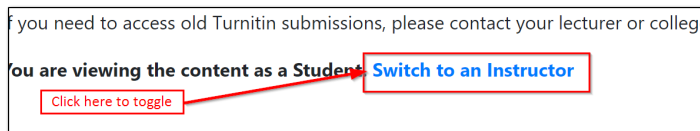
- 2) Click on the tab that corresponds with the academic year of the module that you are trying to locate. **If the module you require is not associated with a module code then you will find it in the “other” tab:**



- 3) When you locate the module you wish to access, click on the module ID (in red) and it will then take you through the Blackboard content for the module:



- 4) Logging into the archive will automatically give you student level access. To switch to instructor mode, there is a link on the home page:



- 5) Menu items that existed in Blackboard will be listed on the left hand side of the module archive. To access one of the menu items, click on the relevant link to be taken into that area. Please note that if any menu items or content items were set to unavailable in Blackboard, they will be shown with a (h) at the end. These will not be visible to students.
- 6) The content will then be listed in the same structure as it was laid out in Blackboard. Folders are listed as Headings, with any descriptions below and any content hyperlinked. Files will have the file extensions where applicable (eg. .docx, .pdf etc). As above, any materials that were set to unavailable in Blackboard will be shown with a (h) at the end but can still be accessed as an instructor.
- 7) To go back to the module archive page, you can either close the browser tab down, or you can click on the “Close” button to automatically close it down.

These steps will need to be repeated for each module.