

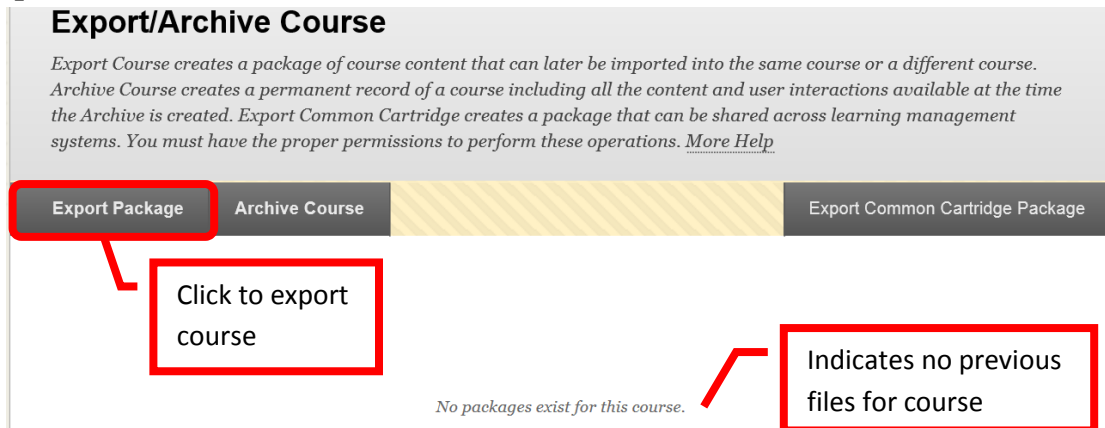
Exporting / Importing Blackboard Course

Export a Course:

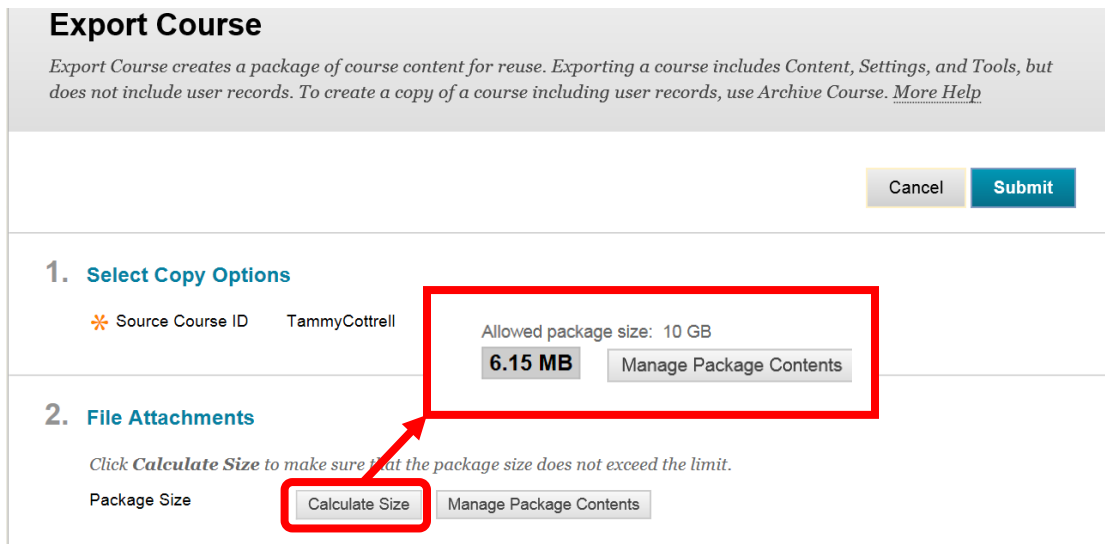
1. From the **Course Home Page**, in the Course Management Menu, under “Packages and Utilities,” click “**Export / Archive Course**.”



2. Any existing packages will be displayed on the **Export / Archive Course** page. It is recommended to remove or delete any existing files prior to exporting. Click the “Remove” icon to delete the files. Next, click **Export**.



3. The **Export Course** page allows instructors to calculate the size of the course, manage package contents, and select the course content to export. Click **Calculate Size** to display the course size. There is a 10GB maximum for courses.



4. The **Select Course Materials** section allows instructors to select which components of the course will be exported. Course material can be selected by clicking the check box next to the individual item, this is useful if only one section is needed for another class. Click the “**Select All**” icon at the top of the section to select the entire course. A check mark (✓) will appear next to the selected content. Once the course material has been selected, click “**Submit**” to continue. Click “**Cancel**” to return to the menu with no changes.

The screenshot shows the '3. Select Course Materials' section of a Blackboard interface. It includes a list of course components with checkboxes. Annotations with red boxes and arrows highlight the 'Select All' button, the 'Assignments' checkbox (which is checked), and the 'Submit' button in the '4. Submit' section.

3. Select Course Materials

Select materials to include in the export package to serve as an exact record, including user records, use archive instead of export.

☒ Select All ☐ Unselect All

☐ Content Areas

- ☐ Syllabus
- ☐ Unit 1
- ☐ Unit 2
- ☐ Unit 3
- ☒ Assignments
- ☐ Tests

☐ Adaptive Release Rules for Content

☐ Announcements

☐ Blogs

☐ Calendar

☐ Collaboration Sessions

☐ Contacts

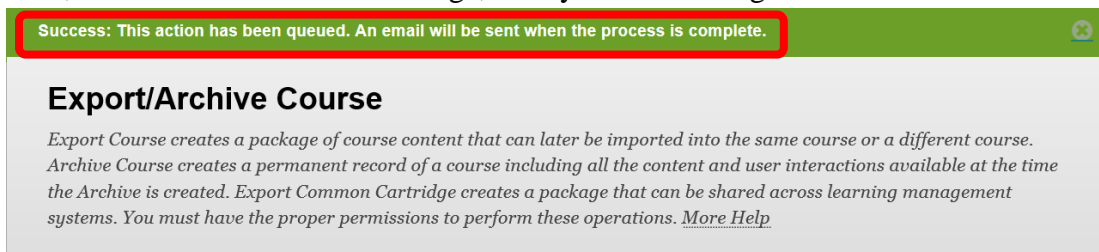
☐ Tests, Surveys, and Pools

☐ Wikis

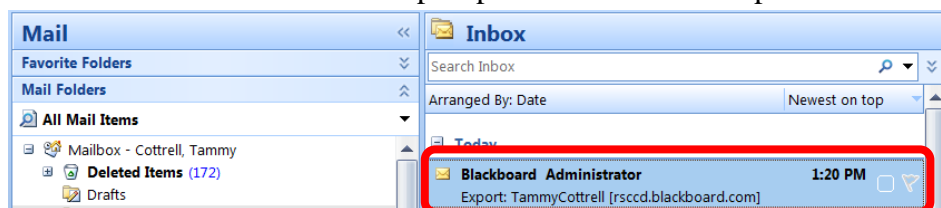
4. Submit

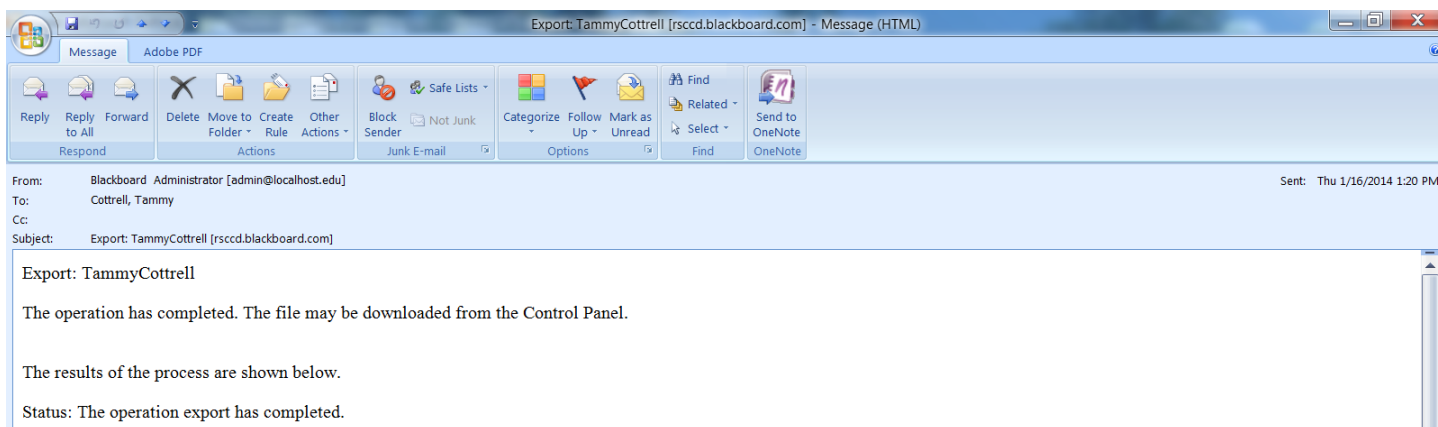
Click Submit to proceed. Click Cancel to quit.

5. A green confirmation banner will appear at the top of the page. While the process usually only takes a few minutes, if the size of the course is large, it may take a bit longer.

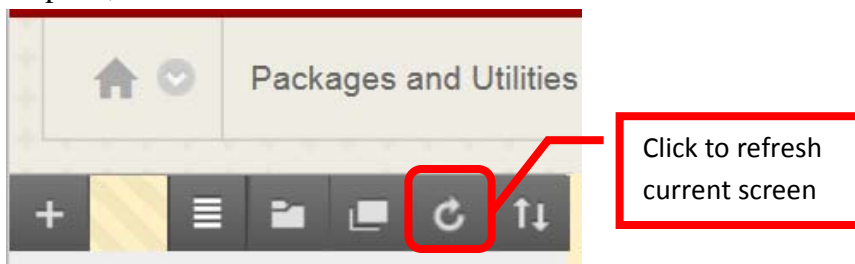


6. Blackboard will send an Email when the export process has been completed.

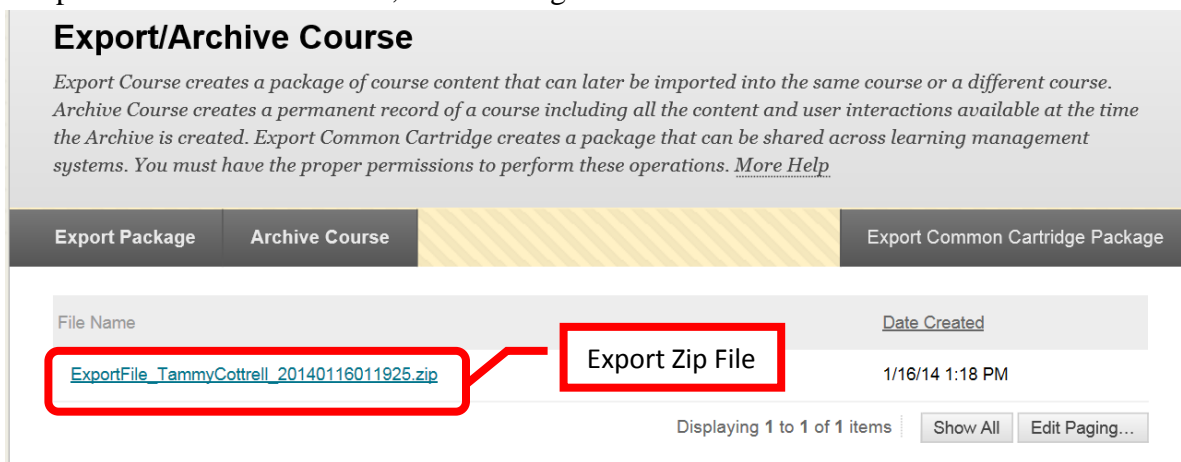




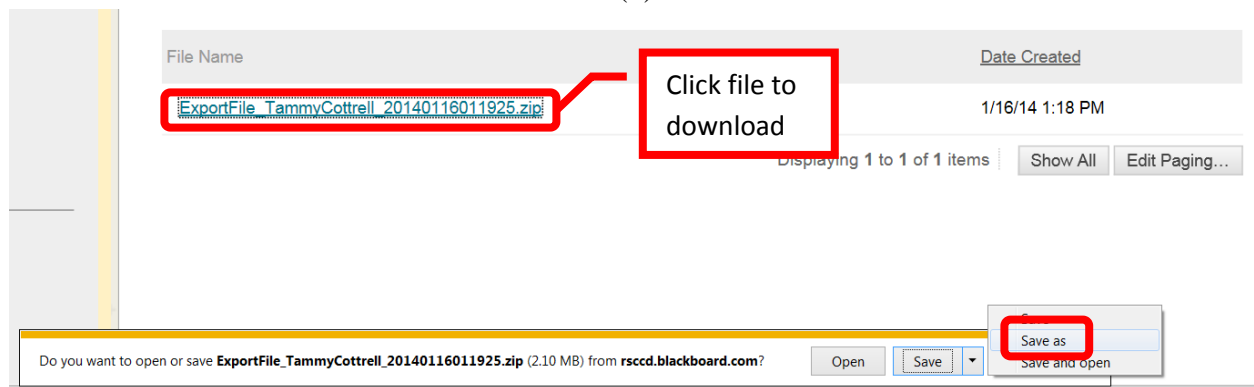
7. When complete, click the **Refresh** icon on the **Course Tool Bar** to refresh the current screen.



8. The export file link should appear in the Export / Archive Course page. The export is saved as a zip file to “compress” the file to a smaller, more manageable size.

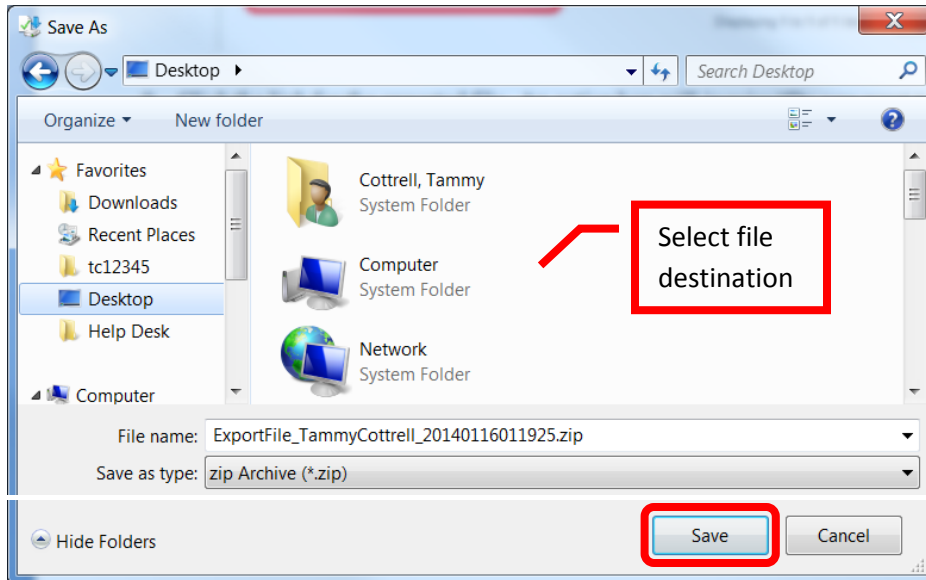


9. Click the link for the exported file. An action box will inquire “Do you want to save <File Name> from rscdd.blackboard.com?” Click the down arrow (v) or chevron next to “Save” and select “**Save As.**”



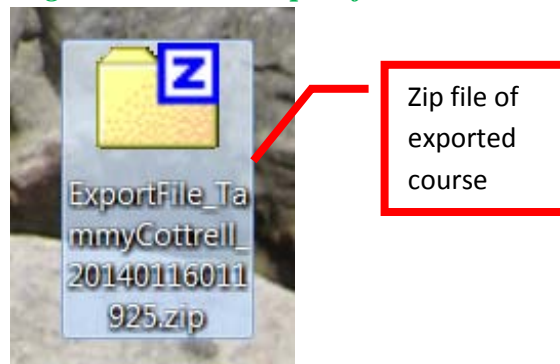
- **For MAC Users:** Press and Hold the **Control** key before clicking the link. Then select **Save Link As** to download the zip file without opening it.

10. Select the destination of the export file on the computer. For this example, the file will be saved to the desktop. Once the location is selected, click “**Save**” to continue. Click “**Cancel**” to return to the menu with no changes.



11. A folder should appear in the selected location. The “Z” indicates that it is a zipped file.

IMPORTANT: *Do not click on or open this zip file. Opening the file may corrupt it and the course contents rendering it useless. Corrupted files cannot be imported, recovered, or corrected.*



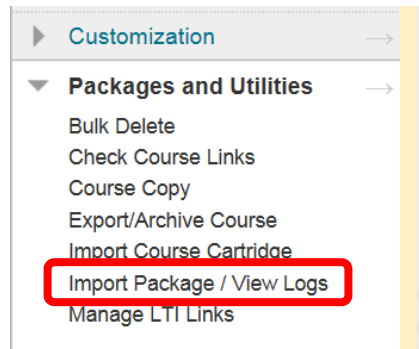
Archiving

Courses will only be left active on Blackboard for a period of two years. After Spring semester each year, courses that are older than two years will be archived. Archiving creates a permanent record of the course, including all content and user interaction. This record is stored on an archive server and is not readily available to instructors. The course can be restored when requested, however, the restoration process will take time.

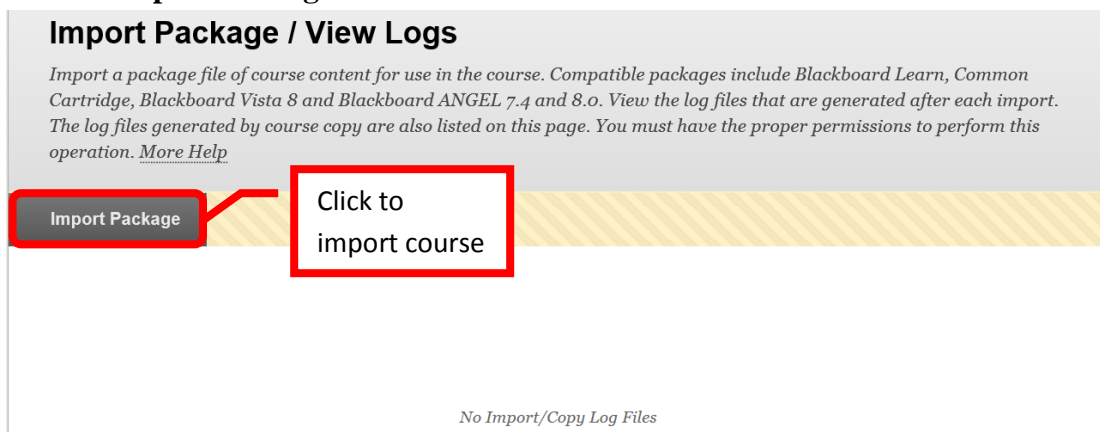
Therefore, it is recommended that if instructors would like copies of all their course content from older classes, that the instructor Export a copy of the course and save it on their own storage device. Archiving is necessary to reduce the total size of the active Blackboard server, thus reducing costs. By exporting a copy, instructors will have quick and easy course retrieval.

Import a Course:

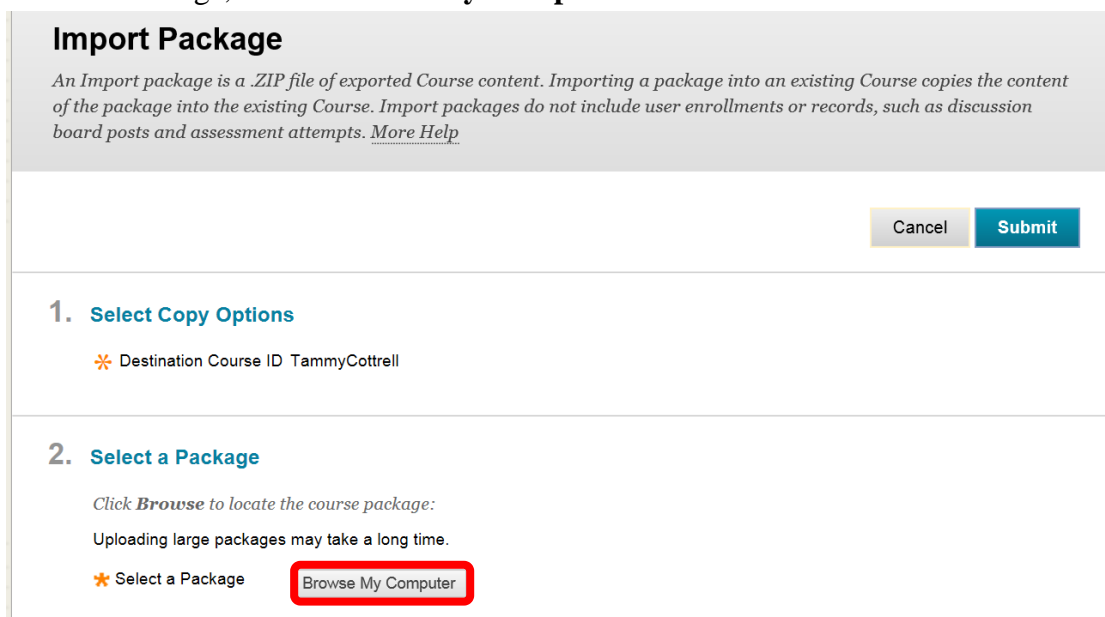
1. Open the new course shell in Blackboard.
2. From the **Course Home Page**, in the Course Management Menu, under “Packages and Utilities,” click **“Import Package / View Logs.”**



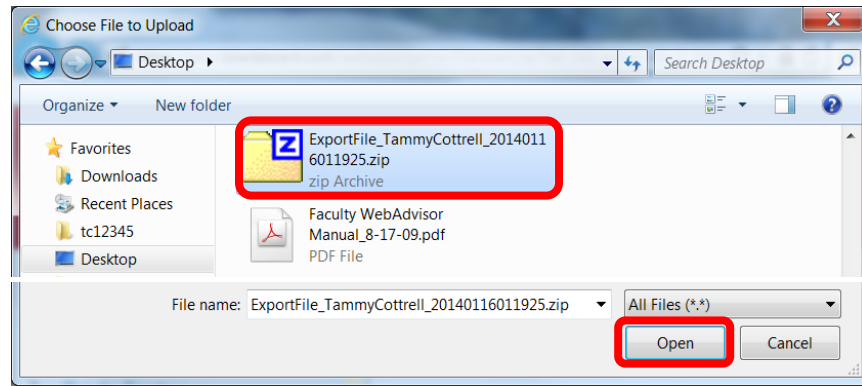
3. The **Import Package / View Logs** page allows instructors to import a full course, or a component from a course. Click **Import Package**.



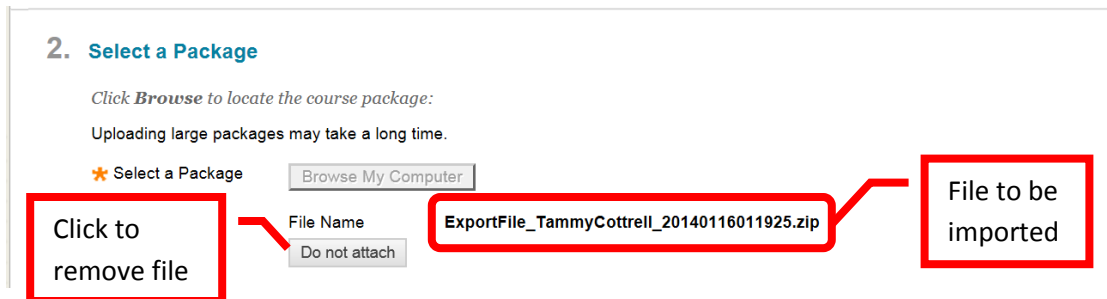
4. Under “Select a Package,” click **Browse My Computer**.



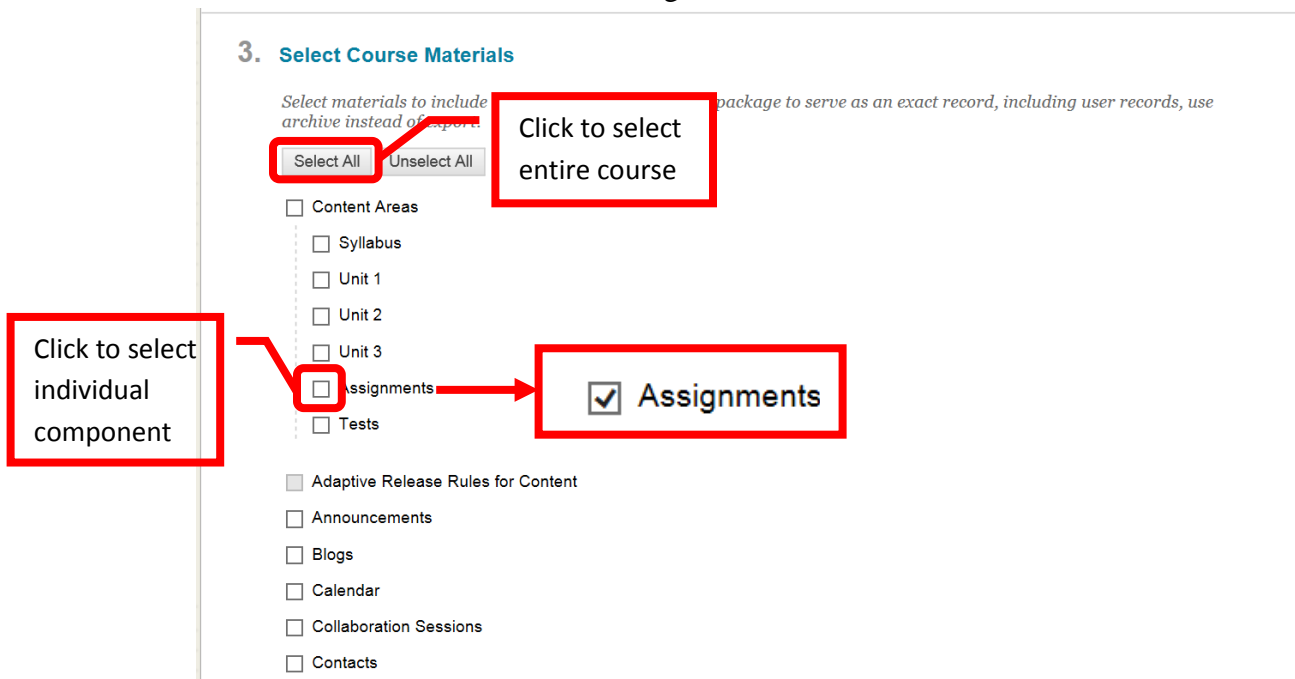
5. Locate the course zip file in the “Choose File to Upload” dialog box. Click the desired file to select it. Next, click “**Open**” to continue.



6. The file name will now appear in the “**Selected File**” section. Click “Do not attach” to remove the file.



7. The **Select Course Materials** section allows instructors to select which components of the course will be imported and added to the new course shell. Course material can be selected by click the check box next to the individual item, this is useful if only one section is needed for another class. Click the “**Select All**” icon at the top of the section to select the entire course. A check mark (✓) will appear next to the selected content. Once the course material has been selected, click “**Submit**” to continue. Click “**Cancel**” to return to the menu with no changes.



☐ Tests, Surveys, and Pools
☐ Wikis

4. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel
 Submit

8. A green confirmation banner will appear at the top of the page. While the process usually only takes a few minutes, if the size of the course is large, it may take a bit longer.

Success: This action has been queued. An email will be sent when the process is complete.

Import Package / View Logs

Import a package file of course content for use in the course. Compatible packages include Blackboard Learn, Common Cartridge, Blackboard Vista 8 and Blackboard ANGEL 7.4 and 8.0. View the log files that are generated after each import. The log files generated by course copy are also listed on this page. You must have the proper permissions to perform this operation. [More Help](#)

9. Blackboard will send a confirmation Email when the import process has completed.

Mail

Favorite Folders

Mail Folders

All Mail Items

Mailbox - Cottrell, Tammy

Deleted Items (172)

Drafts

Inbox

Search Inbox

Arranged By: Date

Newest on top

Today

Blackboard Administrator 2:07 PM

Import: TammyCottrell [rsccd.blackboard.com]

From: Blackboard Administrator [admin@localhost.edu]
 To: Cottrell, Tammy
 Cc:
 Subject: Import: TammyCottrell [rsccd.blackboard.com]

Sent: Thu 1/16/2014 2:07 PM

Import: TammyCottrell

The operation has completed. The imported course or organization is now ready for access.

The results of the process are shown below.

Warning: A course resource link record will not be created because the parent with which it is associated cannot be located in the package.
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 Status: The operation import has completed.

10. An orange confirmation banner may appear when the process is complete. Click the link provided to view the detailed import log.

Import: TammyCottrell is Complete. To access the detailed log, click [here](#)

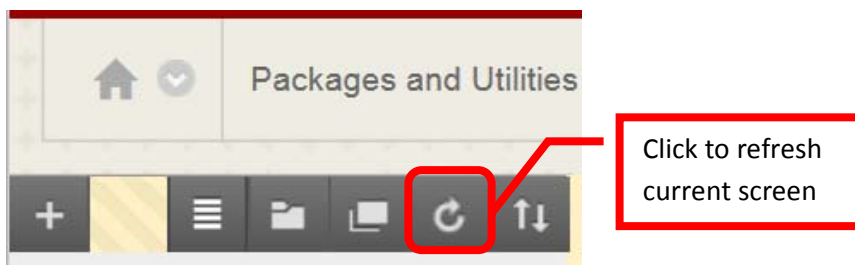
Success: This action has been queued. An email will be sent when the process is

Click "Here" link to view logs

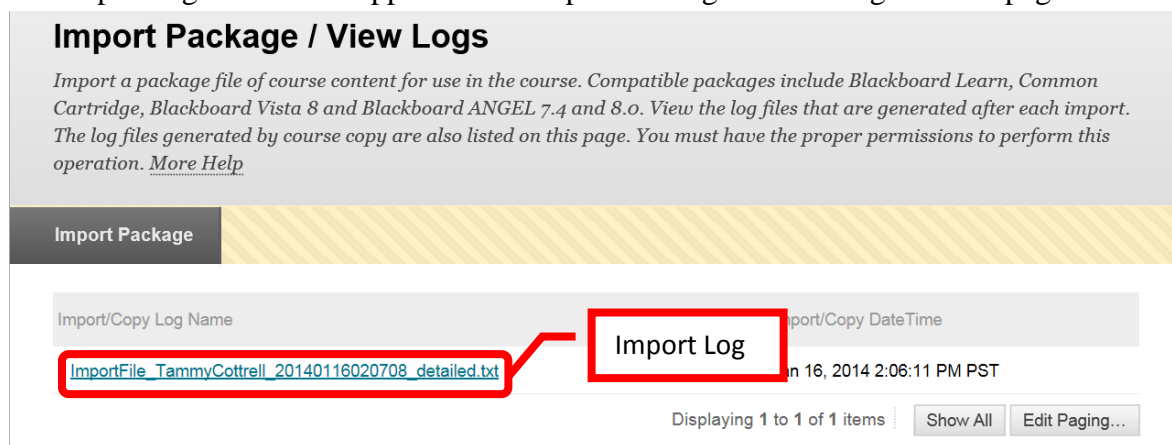
Import Package / View Logs

Import a package file of course content for use in the course. Compatible packages include Blackboard Learn, Common Cartridge, Blackboard Vista 8 and Blackboard ANGEL 7.4 and 8.0. View the log files that are generated after each import.

12. The logs can also be accessed on the Import Package / View Logs page. Click the **Refresh** icon on the **Course Tool Bar** to refresh the current screen.



11. The import log link should appear in the Import Package / View Logs Course page.



12. The imported content will now be in the new course shell, and available to the instructor for updating, modification, and use.