

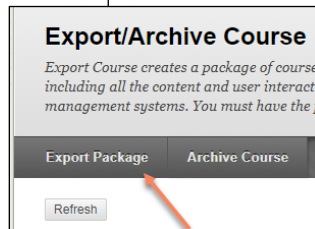
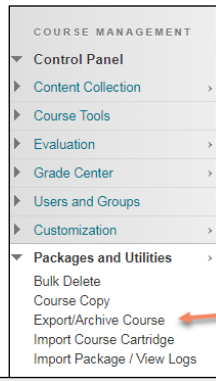


Creating a Blackboard Export File & Importing It to Another Course

Export the entire contents of your Blackboard site into an Export File

Similar to the Course Copy tool, the **Export Course** tool allows you to select the course content you wish to copy. Rather than copying the content directly into another course, the content is copied into an **Export.zip** file. The **Export.zip** file can then be used to Import the content into another course.

1. Access the Blackboard site with the content you wish to Export.
2. In that site's **Control Panel**, click **Packages and Utilities**; then click **Export/Archive Course**.
3. Click the **Export Package** button.
4. Leave the Course Files Default Directory option set to **Copy links and include copies of the files in the course default directory**.
5. Set the Files Outside of the Course Default Directory option to **Copy links and include copies of the files outside of the course default directory**.
6. Click the **Select All** button to select the entire contents of your course for export.



7. Change the Discussion Board setting to **Include only the forums, with no starter posts**.
8. Click **Submit**.

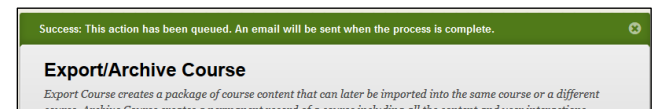
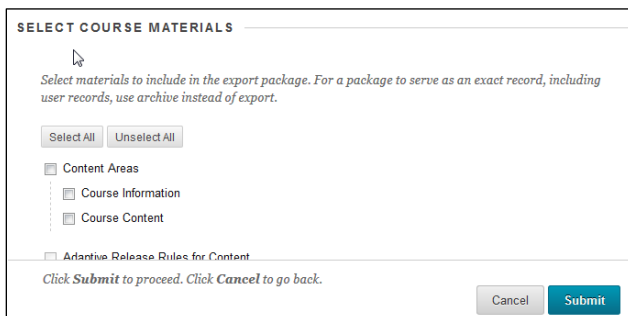
IF YOU DON'T CHOOSE TO EXPORT EVERYTHING...

Some Blackboard content is linked to more than one area of Blackboard. The Export process lets you select which parts of your course to include in the export, but certain content will not be included if you don't check the necessary related boxes.

See the chart below for examples of which areas will need to be selected together

If you want to copy this	You need to include these items in the copy
A Content Area that uses the Assignment feature	<ul style="list-style-type: none"> the Content Area Grade Center Columns and Settings
A Content Area that uses the Test feature	<ul style="list-style-type: none"> the Content Area Test, Surveys, and Pools Grade Center Columns and Settings
A Content Area that contains links to Graded Discussion Forums	<ul style="list-style-type: none"> the Content Area Discussion Board Grade Center Columns and Settings
A Content Area that contains a link to Graded Journal	<ul style="list-style-type: none"> the Content Area Journals Grade Center Columns and Settings

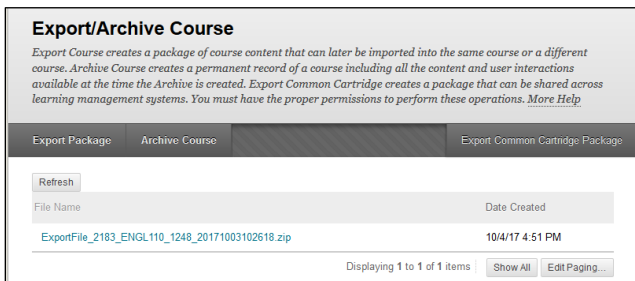
9. You will **receive an email** from the Blackboard System Administrator when the Export file is ready.



Depending on the size of your course and other factors, it can take several minutes (or longer) before the Export file is generated.

10. After receiving the email, return to the course's Export screen (Control Panel > Packages and Utilities > Export / Archive Course > Export Package). If you never browsed away from the Export Package Screen, you will need to click the **Refresh** button.

11. You will see a download link, similar to this:
ExportFile_2183_ENGL110_1249_20170912101126.zip



12. **Right click** the ExportFile link, and choose **Save Link As** to save the ExportFile.zip to your computer. *Don't try to open or unzip the file; it is only intended to be used to import the material back into Blackboard.*

Archive and Export Files

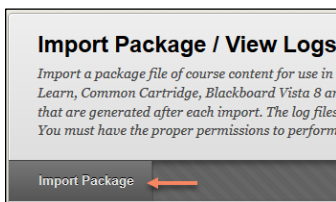
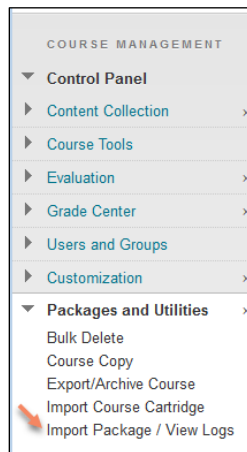
A Blackboard **archive file** contains a complete backup of a Blackboard site, including course content, student enrollments, and grades. A Blackboard **export file** only contains course content (no student data).

Either file type can be used with the **Import Package** tool, but only course content will be imported (not student data).

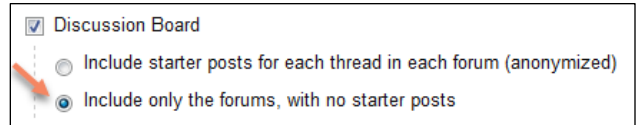
Import content into a Blackboard site

Blackboard's **Import Package** tool allows you to import course content into your Blackboard site from an *Export.zip* or *Archive.zip* file.

1. Access the **Control Panel** of the course into which you want to import the content.
2. Click **Packages and Utilities**; then click **Import Package / View Logs**.
3. Click the **Import Package** button.



4. Click the **Browse My Computer** button. Browse to the location where the *Export.zip* (or *Archive.zip*) file is stored, select it, and click **Open**.
5. Click the **Select All** button to import the entire contents of the *Export.zip* file.
6. Change the Discussion Board setting to **Include only the forums, with no starter posts**.



7. You should see a message near the top of the screen: **Success: This action has been queued. An email will be sent when the process is complete.**
8. It may take several minutes (or more) for the import process to complete.

IF YOU DON'T CHOOSE TO IMPORT EVERYTHING...

Rather than clicking **Select All**, you can select the types of content you are interested in importing into the course. Keep in mind that certain Blackboard content (like a Blackboard Assignment) is dependent on more than one Blackboard area. If you don't mark all of the necessary checkboxes, certain content won't be imported. *For more information, see the chart on the reverse side.*

Course Copy vs. Export Course . . . which should I choose?

While **Course Copy** is easier and involves fewer steps, there are times when exporting a course might be a more appropriate choice than copying:

- ♦ If you wish to share a copy of your course with another faculty member for his/her use but are not enrolled as an Instructor/Teaching Assistant within a course belonging to that faculty member – or if he/she does not yet have access to a course into which the content will be copied – you can create a zipped export file of the content to be imported at a later time.
- ♦ If you wish to retain a backup of the course content as it exists, perhaps for use in a future semester, you could export the full content of the course and later import it into a blank course site generated for your use during a future semester.