

Export and Import

Note: For a package that serves as an exact record, including user grades, please contact your system administrator for assistance.

Part 1: Create an Export Package

- Navigate to the desired course to copy FROM
- Under the *Course Management* section on the lower left of the Blackboard window:
 - Click on **Control Panel** (if not expanded)
 - Click on **Packages and Utilities**
 - Click on **Export/Archive Course**

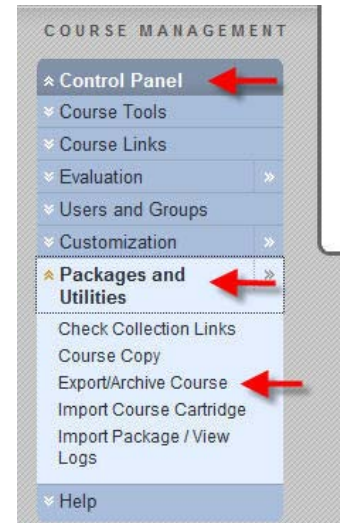
If this is the first time you have created an Export package, you will see a message on the screen that “No packages exist for this course.” Don’t worry, that’s what you are about to create.

- Click the **Export** button
- Section 1 – **Source Course ID** will already be filled in for you
- Section 2 - **Content Collection Items** – click **Yes** here if you use the content collection and would like to include copies of those materials with your package.
- Section 3 – **Select Course Materials** – Check all materials to include in the export (Recommended: check them all).
- Section 4 – Click the **Submit** button once (you could also click the one at top, whichever is closer on your screen.)
- After a moment you will see a message at the top of the page: **Success: this action has been queued. An email will be sent when the process is complete.** An e-mail will be sent when the process is complete.

When you receive your e-mail, you may reopen the Export/Archive Course page and download the package to your computer.

- Right-Click on the filename with your mouse.
- Select **Save Target As** from the pop-up menu.
- Browse to the location where you wish to place the file on your local computer and click **Save**.

The image shows a yellow button labeled "Export" and a text input field for the file name. The text "The text below is your File Name" is written in red above the field. The field contains the text "ExportFile WC288.MODEL.TMPL 20100330033502.zip" and a small dropdown arrow on the right.



The image shows the "Export/Archive Course" form. It has three main sections:

- 1. Select Copy Options**: "Source Course ID" is "WC288" and is marked as "Already filled in for you".
- 2. Content Collection Items**: "Include copies of Content Collection it" has "Yes" selected. A note says "Only needed if you use the content system".
- 3. Select Course Materials**: A list of materials to include in the export, all of which are checked:
 - Content Areas
 - <i>Start
 - Syllabus & Course Outline
 - Learning Units
 - Adaptive Release Rules for Conte
 - Announcements
 - Blogs
 - Calendar
 A red note says "Check everything here".

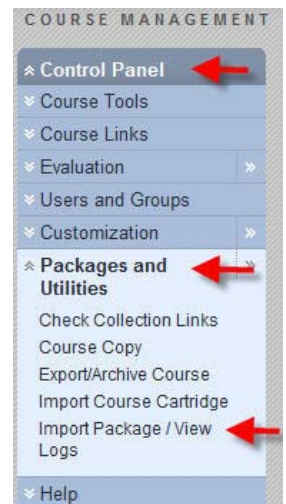
Part 2: Importing a Package

- Navigate to the course you wish to copy TO
- Under the *Course Management* section on the lower left of the Blackboard window:
 - Click on **Control Panel** (if not expanded)
 - Click on **Packages and Utilities**
 - Click on **Import Packages/View Logs**

If this is the first time you have done this, you will see a “No Import Log Files” message on the screen. Don’t worry, this will be populated when you finish.

- Click the **Import Package** button
- Section 1 – **Select Copy Options** – This is actually your course ID, which is filled in for you
- Section 2 – **Select a Package** – Click the **Browse** button and find where you saved your export file to. Select the correct file and click **Open** once you find your file.
- Section 3 – **Folder for Content Collection Files** – if the export package included Content Collection Files, you will need to select a folder in your Blackboard Content Collection to put them into. Click **Browse**, select the folder you want (or create a new one) and click **Submit** in the pop-up window.
- Section 4 – **Select Course Materials** – as before, check all.
- Section 5 – Click the **Submit** button once
- When complete, you will receive the message **Success: this action has been queued. An email will be sent when the process is complete at the top of your screen.**

Once you receive your e-mail, everything should appear in the class where you imported it.



- 1. Select Copy Options**
 * Destination Course ID WC288.MODEL
This part already filled in
- 2. Select a Package**
 Click Browse to locate the Course Package:
 Uploading large packages may take a long time
 * Select a Package \\Pv-fileserver\D
- 3. Folder for Content Collection Files**
 If the package includes Content Collection files, the files included in the package will not be processed
 Select Folder /users/jsrteacht
- 4. Select Course Materials**
 Select materials to include. To recreate a course f
 - Content Areas
 - Adaptive Release Rules for Content
 - Announcements
 - Blogs
 - Calendar
 - Collaboration Sessions
 - Discussion Board
 - Early Warning System Rules