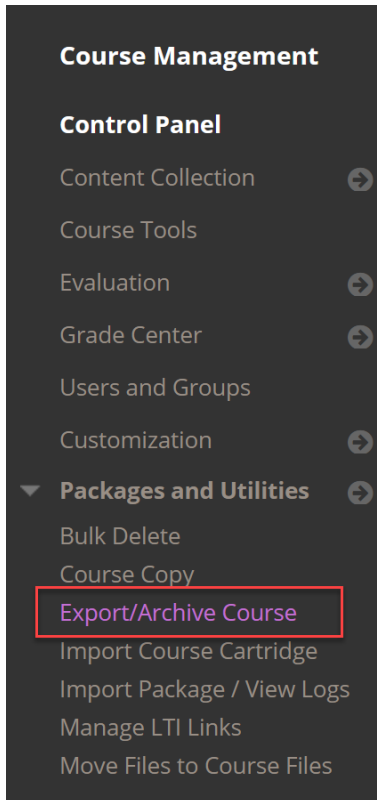


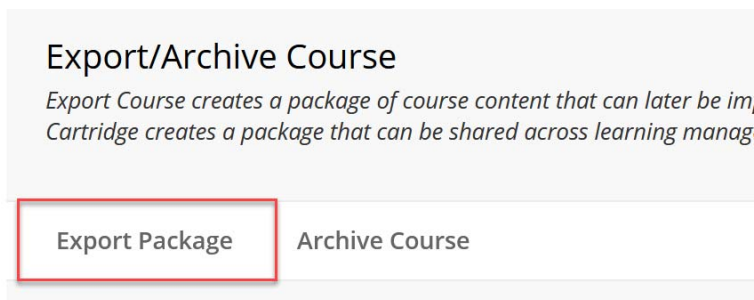
# Exporting and Importing Blackboard Course Content

## Exporting a Blackboard Course

1. Open the course you wish to export and go to Control Panel > Packages and Utilities. Select “Export/Archive Course”.



2. Select “Export Package” button.



3. Under “File Attachments”, select the highlighted option. Under “Select Course Materials”, click the “Select All” button.

## Export Course

Export Course creates a package of course content for reuse. Exporting a course includes Content, Settings, and Tools, but does not in

### SELECT COPY OPTIONS

\* Source Course ID      Bb\_Course\_Template\_2020

### FILE ATTACHMENTS

Choose between copying only the links to files or the links and new copies of every file attached within the course. Click Ca

Course Files Default Directory     Copy only links to course default directory files  
 Copy links and include copies of the files in the course default directory

Files Outside of the Course  
Default Directory     Copy only links to files stored outside of the course default directory  
 Copy links and include copies of the files outside of the course default directory

Package Size       

### SELECT COURSE MATERIALS

Select materials to include in the export package. For a package to serve as an exact record, including user records, use a

Content Areas  
 INSTRUCTOR START HERE!

#### 4. Make sure all items are checked, then click "Submit".

##### SELECT COURSE MATERIALS

---

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

Select All

Unselect All

- Content Areas
  - `<span style="color: rgb(255,0,0);">INSTRUCTOR START HERE!</span>`
  - Start here!
  - BioSig-ID™ Enrollment
  - Syllabus Page 1
  - Syllabus Page 2
  - Lessons
  - Papers/Projects
  - Exams
  - Study Guides
  - Lecture Notes
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Contacts
- Content Alignments
- Discussion Board
  - Include starter posts for each thread in each forum (anonymized)
  - Include only the forums, with no starter posts
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
  - Availability
  - Banner Image
  - Course Guest Access
  - Course Observer Access
  - Duration
  - Enrollment Options
  - Language Pack
  - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

5. Once the export is completed, you will get a notification email. Go back to the Export/Archive page and click “Refresh” button. You will see the export file listed on that page.

### Export/Archive Course

*Export Course creates a package of course content that can later be imported into the same course or a different course across learning management systems. You must have the proper permissions to perform these operations.*

Export Package    Archive Course

Refresh

FILE NAME

[ExportFile\\_Bb\\_Course\\_Template\\_2020\\_20210825023758.zip](#)

6. To save the export file, right-click on the file name and select “Save link as” and save the file on your hard drive. (Save it somewhere you can find it).

### Export/Archive Course

*Export Course creates a package of course content that can later be imported into the same course or a different course across learning management systems. You must have the proper permissions to perform these operations.*

Export Package    Archive Course

Refresh

FILE NAME

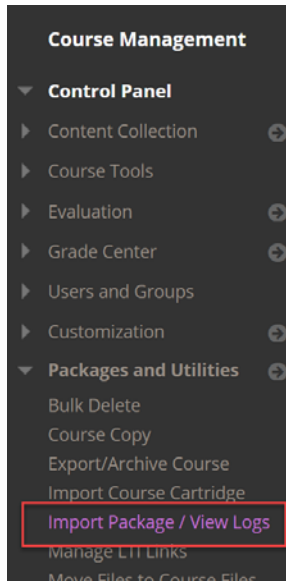
[ExportFile\\_Bb\\_Course\\_Template\\_2020\\_20210825023758.zip](#)

- Open Link in New Tab
- Open Link in New Window
- Open Link in New Private Window
- Bookmark Link
- Save Link As...**
- Save Link to Pocket
- Copy Link
- Search Google for “ExportFile\_Bb\_C...”
- Inspect (Q)

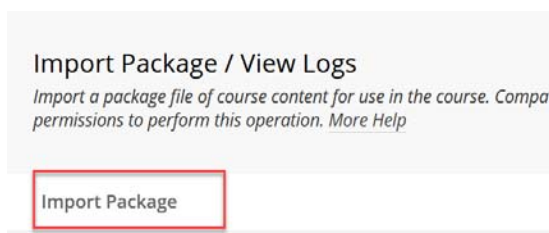
## Importing a Package into a Blackboard Course

**Before attempting an import, please be sure the course shell is empty. Otherwise, there will be duplicate contents in your course. If you need assistance, please contact [de.techsupport@ctcd.edu](mailto:de.techsupport@ctcd.edu).**

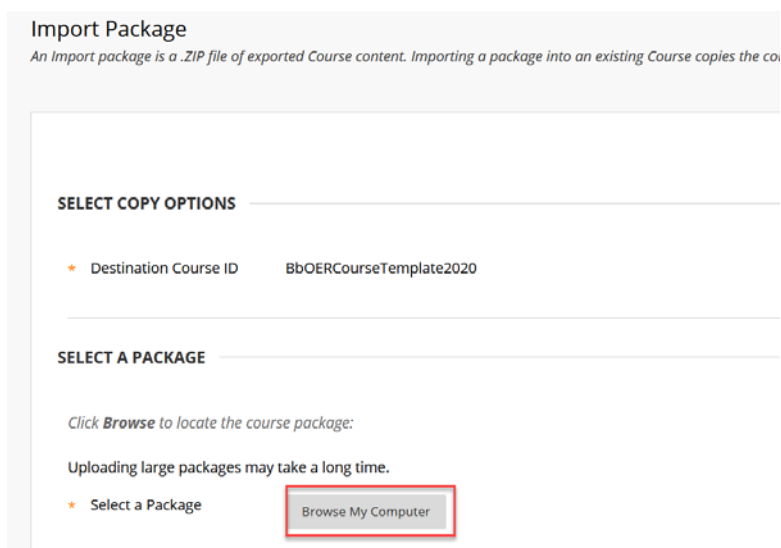
**1. Open the destination course in which you want to import a course package. Go to Control Panel > Package and Utilities > Import Package/View Logs.**



**2. Click “Import Package” button.**



**3. Click “Browse My Computer” button and select the export file you have saved previously.**



4. Under “Select Course Materials”, click the “Select All” button. Make sure the following items are checked and click “Submit”. Once the import is complete, you will receive a notification email.

## SELECT COURSE MATERIALS

Select materials to include. To recreate a course from an archive package, including user records, use restore instead of import.

Select All

Unselect All

- Content Areas
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Contacts
- Content Alignments
- Discussion Board
  - Include starter posts for each thread in each forum (anonymized)
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- Tests, Surveys, and Pools
- Wikis