Blackboard 9.1 - Export/Import Course Content

This document describes how to use Export/Import to bring existing course content into your new course. There are three main sections to this document;

• Before you use Export/Import
• Export Course Files
• Download the Export File
• Import Course Files

Follow these instructions carefully as there are important settings to be aware of. The Export/Import process will not create an exact replica of your course. When you have completed importing your course, you may have to edit some of the content in the destination course including but not limited to:

• Course Menu
• Course video availability
• Date settings

Before You Use Export/Import

Combine Courses: If you are combining courses, first combine your courses, then import your previous course into the combined course.

Export Course Files

Step 1
In the source course that you want to export content from, find the Course Management – Control Panel area, choose Control Panel > Packages and Utilities > Export/Archive Course.
The Export/Archive Course page appears.
Step 2
In the Export/Archive Course page, choose **Export Package**. The Export Course page appears.

Step 3
In the Export Course page (see graphic below), consider the following:
  a. This is the ID of the course **from** which you will export content.
  b. **Important:** Under **File Attachments**, choose the default options;
  - Copy links and include copies of the files in the course default directory
  - Copy links and include copies of the files outside the course default directory

**Note:** Use the “Calculate Size” option to determine if your export package is below the 500 mb size limit. If the size exceeds 500 mb, then use the “Manage Package Contents”, which opens a separate window that allows you to deselect files from the export package.
Step 4
Under Select Course Materials (below), consider the following:

a. Choose the course materials that you want to include in the course export package.

b. **IMPORTANT:** If Assignments or Test, Surveys and Pools are selected, then also select Grade Center Columns and Settings. Failure to select the Grade Center Columns can result in problems with Assignments in the destination course.

  **Note:** Existing Student Grades will not be copied.

c. If you export the Discussion Board, then consider selecting “Include only the forum with no starter posts”. This will exclude the first student posts.

d. The “Settings” checkbox is optional. Be aware that selecting this option can cause duplication of folders and files in the destination course.

e. The Navigation Settings, under Settings, exports the settings for the course Entry Point as well as, the selected style for the course menu and content menu.

Step 5
Click **Submit** to export this course with these settings. The Export/Archive Course page displays a “Success” message.

Step 6
After the selections for Export Course are submitted, the system creates the Export package. A banner message appears indicating the status of the action.

In several minutes, you will receive an automated email from the Blackboard Admin letting you know the Export file is available to download. This email also contains messages regarding problems it encountered exporting any content.
Download the Export File

**Step 1**
After you receive the email, you must download the Export file to your local computer. From the source course go to the **Control Panel > Packages and Utilities > Export/Archive Course**. The Export/Archive Course page appears.

**Step 2**
In the Export/Archive Course page, **right-click on the Export File link** and select the action below that corresponds with your browser.

The export file is a “ZIP” file and must be downloaded as a “ZIP” file.

Be careful how you download the “ZIP” file because some processes will change the file extension to “txt” and will not properly import your course content. Each operating system and Internet browser combination will have it’s own Menu List and associated action, although the end result is the same. See the table below for menu option associated to each browser.

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Browser</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC - OS X 10.6.8</td>
<td>Safari</td>
<td>Download Linked File</td>
</tr>
<tr>
<td>MAC - OS X 10.6.8</td>
<td>Firefox</td>
<td>Save Link As</td>
</tr>
<tr>
<td>MAC - OS X 10.6.8</td>
<td>Chrome</td>
<td>Save Link As</td>
</tr>
<tr>
<td>Dell laptop – Windows 7</td>
<td>Firefox</td>
<td>Save Link As</td>
</tr>
<tr>
<td>Dell laptop – Windows 7</td>
<td>I.E. Internet Explorer</td>
<td>Save Target As. Next select Save in the Save As window.</td>
</tr>
</tbody>
</table>

**Step 3**
Save this Export file making note of the file name and location where you save it.

**Note:** Do not unzip an Export package or remove files from the package, otherwise the package will not import correctly.
Import Course Files

**Step 1**
In the course to which you want to import content, go to Control Panel > Packages and Utilities > Import Package / View Logs. The Import Package / View Logs page appears.

**Step 2**
In the Import Package page, click **Import Package**. Additional detailed options appear in the Import Package page.

**Note:** An Import package is a .ZIP file of exported Course content. Importing a package copies the content of the package into the existing Course. Import packages do not include user enrollments or records, such as discussion board posts and student test or assignment attempts.

See Graphic below:
Consider the following options in the detailed Import Package page;
- a. This is the ID of the course to which you will import content.
- b. Use **Choose File** to locate and select the Export file (ZIP extension) you downloaded earlier.
See Graphic:

a. Under **Select Course Materials**, select the options for course materials you want to include in the course import.

b. Selecting the Settings checkbox is optional. Select the options that you included in your export.

c. Click **Submit** to import this course with the selected settings.

After the import is finished, you will receive an email listing any issues that occurred. These can be warnings or errors. Review the email message to determine if action is required. For example, if you are importing announcements and discussion board postings, then Blackboard will ignore the user names and assign administration as the author. The imported announcement can be edited to allow it to be re-authored or do nothing to accept the system default of “Blackboard administrator”.

**Note:** You may need to refresh your browser or log out and re-login to Blackboard in order to see your imported documents.