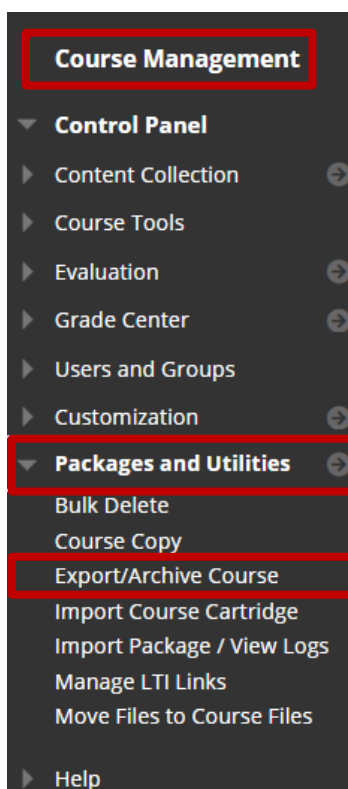## Blackboard Learn - Export/Import Course Content

This document describes how to use Export/Import to bring existing course content into your new course.

There are four main sections to this document:
- Export Course Files
- Download the Export File
- Import Course Files
- Export and Import Tests and Pools

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 will have to edit some of the content such as course menu and date settings in the destination 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

a) Blackboard Learn automatically creates archive files of your course at regular intervals. To download the archive file of your course as of the relevant date, click on the file link.

PACKAGES CREATED AUTOMATICALLY

FILE NAME	DATE CREATED
37195_20232__52783_1_2023-2 IEU 110 - Academic and Social Orientation 49_1708038269042.zip	16/02/24 02:51
37195_20232__52783_1_2023-2 IEU 110 - Academic and Social Orientation 1_1709593431105.zip	05/03/24 02:43
37195_20232__52783_1_2023-2 IEU 110 - Academic and Social Orientation 1_1709679837006.zip	06/03/24 02:52
37195_20232__52783_1_2023-2 IEU 110 - Academic and Social Orientation 1_1709766235080.zip	07/03/24 02:45

b) In the Export/Archive Course page, choose Export Package. The Export Course page appears.

Export/Archive Course

Export Package   Archive Course
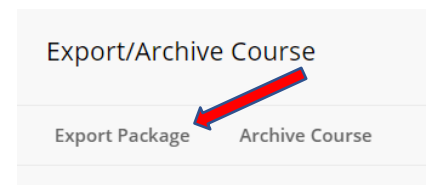
Step 3

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

SELECT COPY OPTIONS

* Source Course ID   111111

FILE ATTACHMENTS

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   [Calculate Size] [Manage Package Contents]

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.
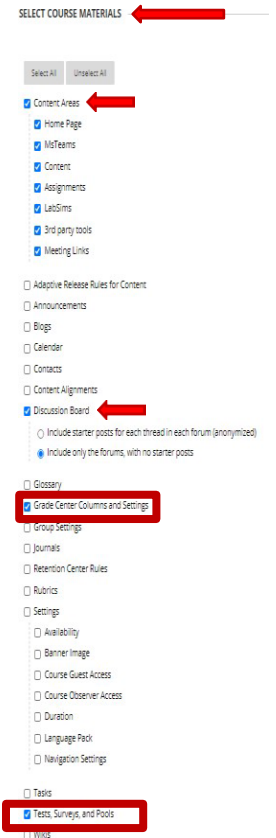
Step 4

Under Select Course Materials (below), consider the following:

a) Choose the course materials that you want to include in the course export package only, **not all**.
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. **It is recommended that the tests, pools and assignments are exported, and imported to the new course separately. Please see the last section of this document.**

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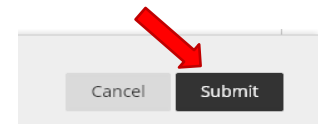
Step 5
Click **Submit** to export this course with these settings.
The Export/Archive Course page displays a "Success" message.

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, click on **the Export File** link and download the file.

The export file is a "ZIP" file and must be downloaded as a "ZIP" file. **Do not open or change the contents of this 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 its own menu list and associated action, although the end result is the same.
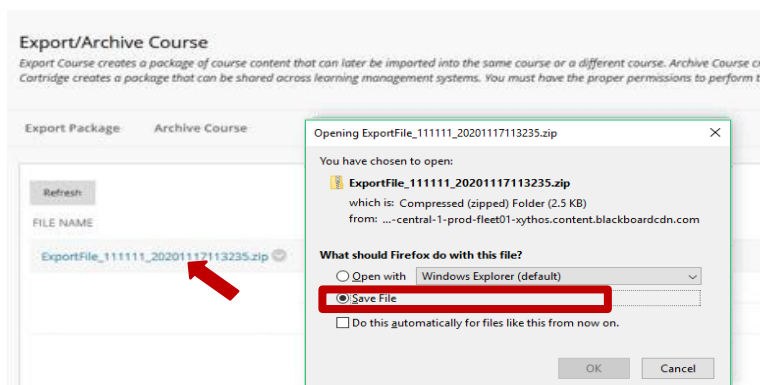
Save this Export file making note of the file name and location where you save it.

Note: Do not unzip an Export package or remove files from the package, otherwise the package will not import correctly.
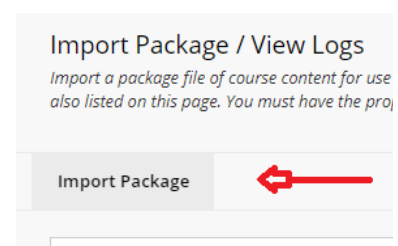
Import Course Files
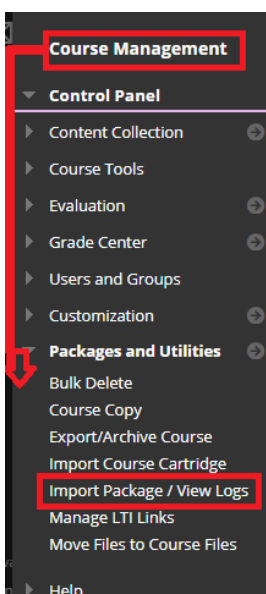
Step 1

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.
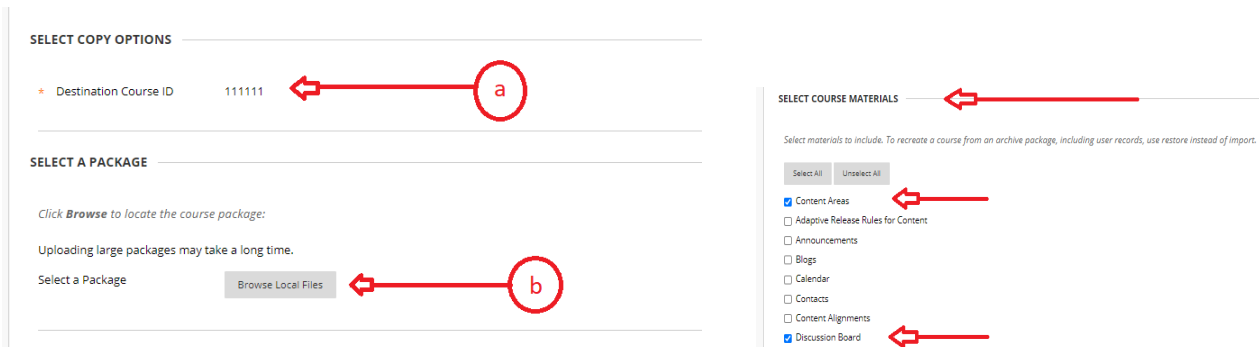
Step 2

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

4

Note: <mark>An Import package is a .ZIP file of exported Course content.</mark> 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.

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.

SELECT COPY OPTIONS

* Destination Course ID   111111   a

SELECT A PACKAGE

Click **Browse** to locate the course package:

Uploading large packages may take a long time.

Select a Package   Browse Local Files   b

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)
  ◉ 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
  ☐ Duration
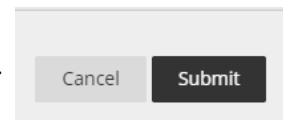 ☐ Language Pack
  ☐ Navigation Settings
☐ Tasks
☑ Tests, Surveys, and Pools

See the visual on the right:

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.

Important: **It is recommended that the tests, pools and assignments are exported, and imported to the new course separately. Please see the last section of this document**

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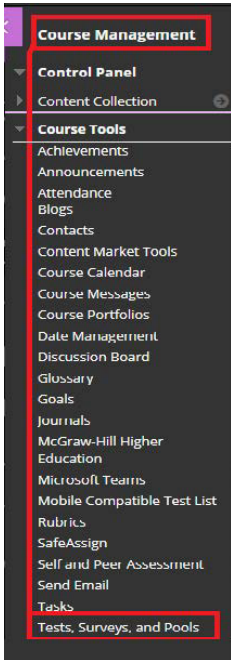
Cancel   Submit

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.

Note: You may need to refresh your browser/course page in order to see your imported documents.

Export and Import Tests and Pools
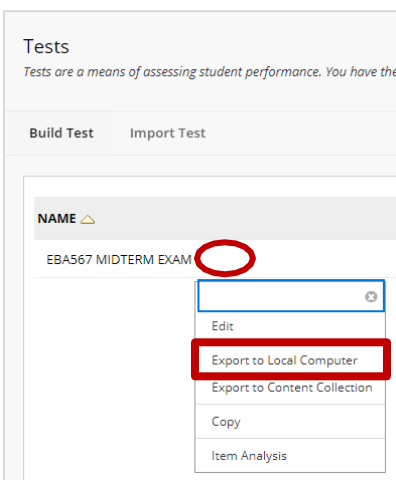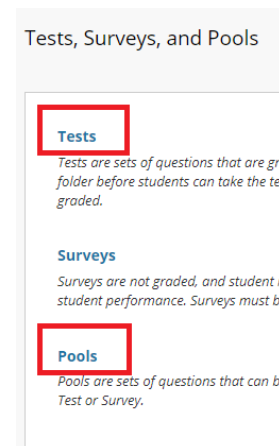
Export

Step 1

In the source course that you want to export content from, find the Course Management – Control Panel area, choose **Control Panel > Tests, Surveys, and Pools, Tests, Surveys, and Pools** page appears.

Step 2

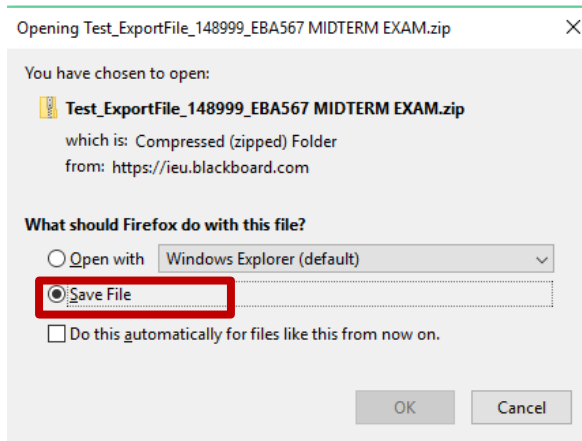Click on the option you want to export. **Tests** or **Pools.**

Step 3

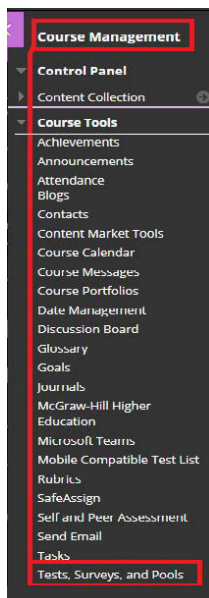Click on the menu options icon next to test that you want to export.

Select **Export to Local Computer**.

Step 4

The download window will differ depending on the browser you are using. Make sure to which folder the zip file has been downloaded to. Usually it is saved in the "Downloads" folder.
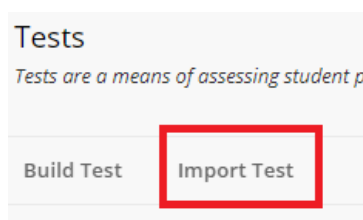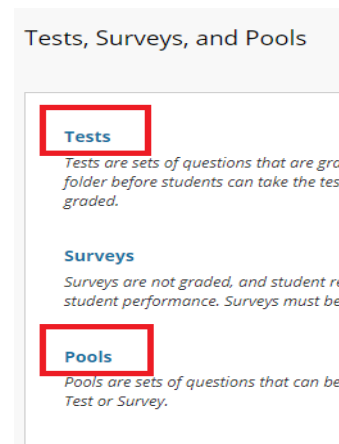
Import

Step 1

In the course **to which you want to import content**, go to **Control Panel > Tests, Surveys, and Pools.**
Tests, Surveys, and Pools page appears.

Step 2

Click on the option you want to import. **Tests** or **Pools.**
.

Step 3

Click on **Import Test** button from the page appears.

Step 4

Click the **Browse Local Files** button, select the zip file you downloaded earlier from your computer, then click the **Submit** button.