Export and Import a Blackboard Course

Overview

This tutorial will explain how to **Export and Import a Blackboard Course**. Use the Export process to save your course materials in an Export package that can be downloaded and saved to your computer until you are ready to use them in a future semester. Export packages do not contain user interactions (such as discussion posts), nor do they include Course Files that are not linked somewhere in the course structure.

Export a Blackboard Course

Quick Steps

Control Panel > Packages and Utilities > Export/Archive Course > Select All > Submit

Step 1

To Export a Course, you must first access the Export/Archive Course page. The Export/Archive page is found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Packages and Utilities* [1], and then select the "Export/Archive Course" option [2].
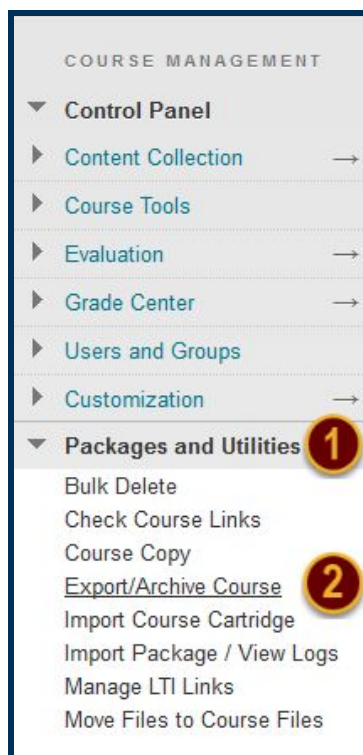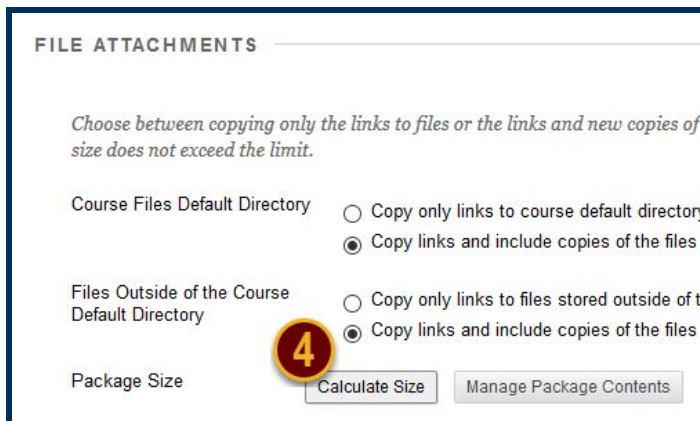
Step 2

From the Export/Archive Course page, click the *Export Package* button [3].

Step 3

On the Export Package page, in the File Attachments section, click the *Calculate Size* button [4] to check the package's size.

We recommend creating a folder or a series of sub-folders on your hard drive to organize your export packages. For example, you could create a folder titled Blackboard Courses and within that folder create sub-folders with the titles Spring 20xx, Summer 20xx, Fall 20xx, etc. (replacing the 'xx' with the appropriate year). Then, save all of your export packages to those folders.

We do not recommend saving large course packages to your Z drive to prevent exceeding capacity. Save to My Documents on your computer, instead.

Step 4

In the Select Course Materials section, click on the *Select All* button [5] to be sure you export all of the course materials.

Step 5

Click the *Submit* button.

Step 6

A message will display, "Success: This action has been queued. An email will be sent when the process is complete."

Step 7

Click on the Refresh button [6] and the Export package file will appear [7].

Step 8

Check your Winthrop email account for an email confirming that the export process completed. Look for a note in the email that says, "The results of the process are shown below. Status: The operation export has completed." This message indicates that the export package was created successfully.
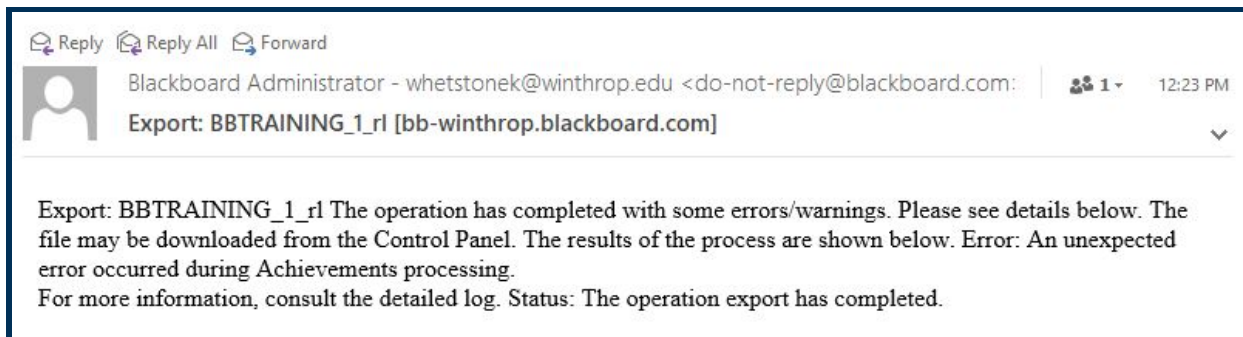
If there were any errors in the process, like the one shown in the previous image, the email that you receive will list them. Please contact the office of Online Learning at 803-323-2551 or blackboard@winthrop.edu for assistance addressing any errors.

Step 9

From the Export/Archive Course page, click on the file name [7] for the export package that you want to download.

Step 10

A dialog box will prompt you to Open or Save the file. Save the file to an appropriate location.

⚠ *Do not unzip, change the file name, or delete files from the export package. Otherwise, the package will not import correctly in the future.*

Import a Blackboard Course

Quick Steps

Control Panel > Packages and Utilities > Import Package / View Logs > Import Package > Browse > Select All > Submit

Step 1

Open the course where you want to import the course package.

Step 2

To Import a Course, you must first access the Import Package / View Logs page. The Import Package / View Logs page is found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Packages and Utilities* [1], and then select the "Import Package / View Logs" option [2].
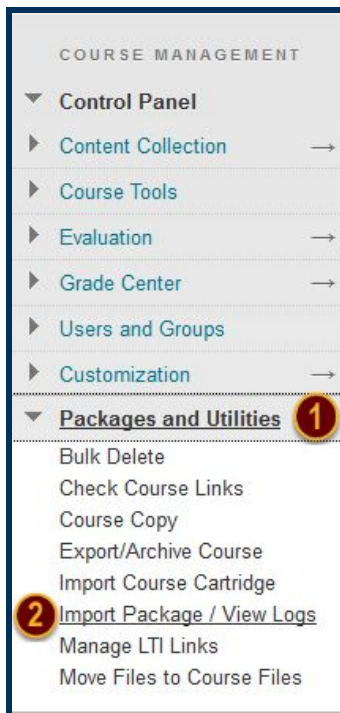
Step 3
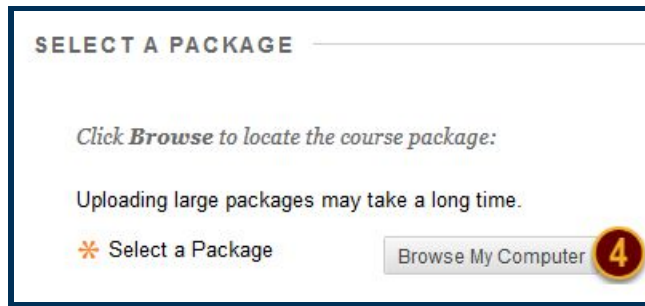
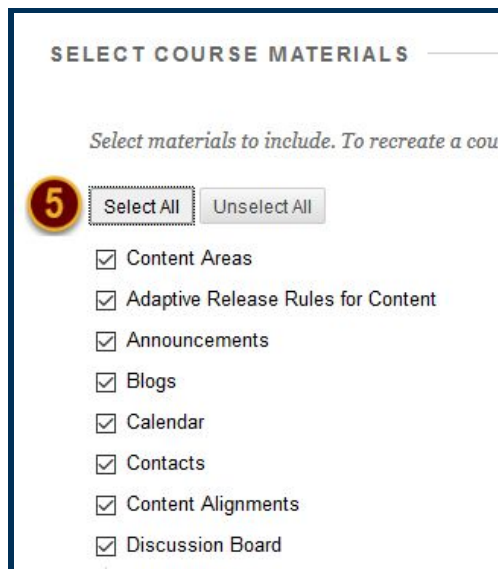From the Import Package / View Logs pace, click the *Import Package* button [3].
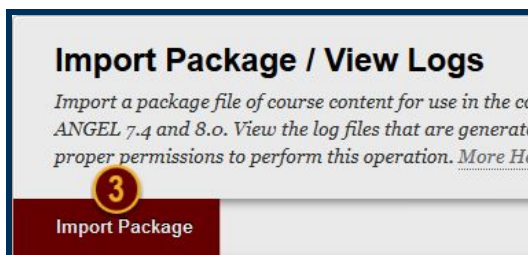
Step 4

From the Select a Package section, click the *Browse My Computer* button [4] to locate and select the package you want to upload to this course.

SELECT A PACKAGE

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

Uploading large packages may take a long time.

✻ Select a Package   Browse My Computer **4**

Step 5

From the Select Course Materials section, click on the *Select All* button [5] to be sure that you import all of the course materials in the export package.

SELECT COURSE MATERIALS

Select materials to include. To recreate a cou

5   Select All   Unselect All

☑ Content Areas
☑ Adaptive Release Rules for Content
☑ Announcements
☑ Blogs
☑ Calendar
☑ Contacts
☑ Content Alignments
☑ Discussion Board

Step 6

Click the *Submit* button.

⚠ *Only perform an Import* once*. Performing the Import a second time will add duplicates of all of the materials and grade center columns.*