

# Export/Import a Course

In this tutorial you will learn how to Export your Course and Import your course contents into a new container.

## Export Course

1. Log into Blackboard.
2. Navigate to your Control Panel.
3. In the Course Options box, click on Export Course.

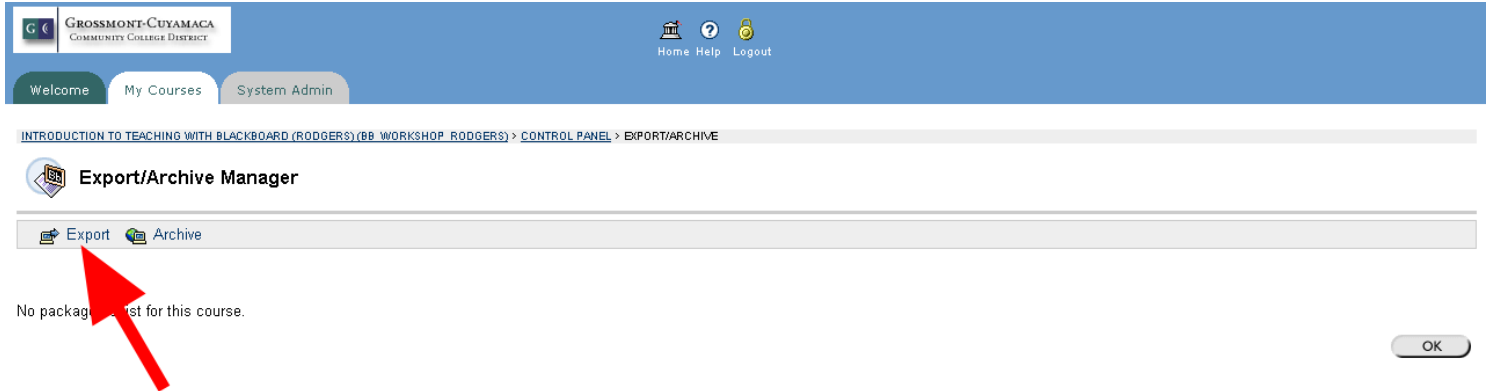
The screenshot shows the Blackboard interface for a course. At the top, there is a navigation bar with the logo for Grossmont-Cuyamaca Community College District and links for Home, Help, and Logout. Below this, there are tabs for Welcome, My Courses, and System Admin. The main content area is titled 'INTRODUCTION TO TEACHING WITH BLACKBOARD (RODGERS)(BB\_WORKSHOP\_RODGERS) > CONTROL PANEL'. The course title is 'BB\_WORKSHOP\_RODGERS: Introduction To Teaching With Blackboard (RODGERS) - Chris Rodgers (Instructor)'. The interface is divided into several sections:

- Content Areas:** Start Here, Reading Materials, Syllabus, Lessons, Blackboard 8 Resources, Helpful Links, Resource Files, IGNORE.
- Course Tools:** Announcements, Course Calendar, Staff Information, Tasks, Send Email, Discussion Board, Collaboration, Digital Dropbox, Messages, Course Objectives, CengageNOW Instructor Tools, CengageNOW Gradebook, SafeAssign.
- Course Options:** Manage Course Menu, Course Design, Manage Tools, Settings, Recycle Course, Course Copy, Import Course Cartridge, Import Package, Export Course (highlighted with a red arrow), Archive Course.
- User Management:** List / Modify Users, Create User, Batch Create Users, Enroll User, Remove Users from Course, Manage Groups.
- Assessment:** Test Manager, Survey Manager, Pool Manager, Course Statistics, Grade Center, Performance Dashboard, Early Warning System.
- Help:** Support, Manual, Contact System Administrator, Quick Tutorials.

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## Export/Archive Manager

In the Export/Archive Manager, click on the Export button.



INTRODUCTION TO TEACHING WITH BLACKBOARD (RODGERS)(BB\_WORKSHOP\_RODGERS) > CONTROL PANEL > EXPORT/ARCHIVE

### Export/Archive Manager

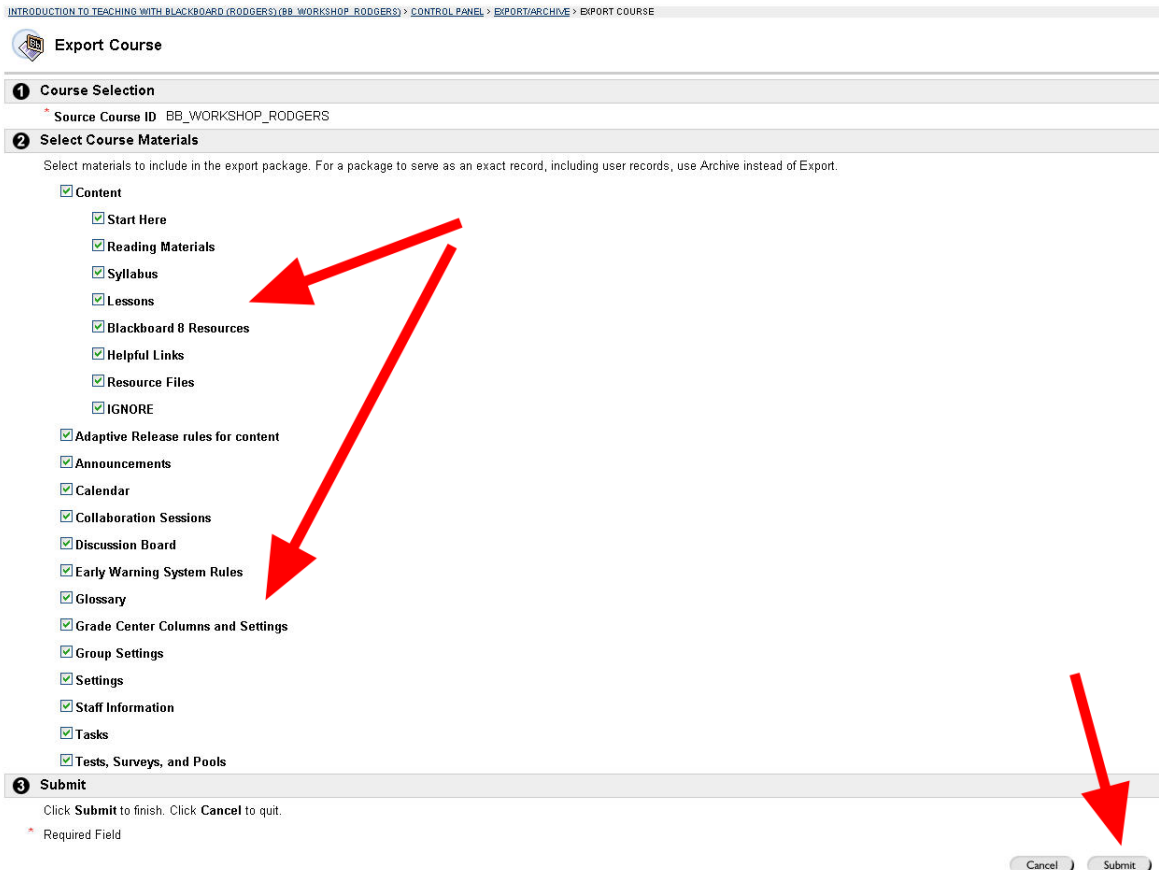
[Export](#) [Archive](#)

No package list for this course.

OK

## Export Course Wizard

1. In the Export Course Wizard, select all of the items that you would like to export from your course. Note, you don't have to select every item on the list. You can select only specific items to export as well.
2. When you are finished, click Submit to complete this action.



INTRODUCTION TO TEACHING WITH BLACKBOARD (RODGERS)(BB\_WORKSHOP\_RODGERS) > CONTROL PANEL > EXPORT/ARCHIVE > EXPORT COURSE

### Export Course

**1 Course Selection**  
\* Source Course ID BB\_WORKSHOP\_RODGERS

**2 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.

- Content
  - Start Here
  - Reading Materials
  - Syllabus
  - Lessons
  - Blackboard 8 Resources
  - Helpful Links
  - Resource Files
  - IGNORE
- Adaptive Release rules for content
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Settings
- Staff Information
- Tasks
- Tests, Surveys, and Pools

**3 Submit**  
Click **Submit** to finish. Click **Cancel** to quit.  
\* Required Field

Cancel Submit

## Action Queued

When you click Submit button, you will receive a notice that this action has been successfully queued for completion. An email will be sent when the process is complete.

Wait till you receive the email notification and then come back to complete the rest of the tutorial.

[INTRODUCTION TO TEACHING WITH BLACKBOARD \(RODGERS\) \(BB WORKSHOP RODGERS\)](#) > [CONTROL PANEL](#) > [EXPORT/ARCHIVE](#) > EXPORT COURSE

### Export Course

This action has been successfully queued. An email will be sent when the process is complete.

Monday, June 15, 2009 11:17:31 AM PDT

OK

## Downloading the Exported Package

1. After you've received the email notification, go to the Control Panel in Blackboard and click the Export Course link to access the Export/Archive Manager.
2. You will now see that a package has been created for you to download. You also have access to log information that will provide you with a detailed overview of the items that were actually included within the package you created.
3. The next step is to download this package to your computer. Click on the ExportFile link and save this file on your computer where you can easily find it.

The screenshot displays the Blackboard interface for the 'Export/Archive Manager'. At the top, the header includes the Grossmont-Cuyamaca Community College District logo and navigation links for Home, Help, and Logout. Below the header, there are tabs for 'Welcome', 'My Courses', and 'System Admin'. The main content area shows the breadcrumb path: 'INTRODUCTION TO TEACHING WITH BLACKBOARD (RODGERS) > BB WORKSHOP RODGERS > CONTROL PANEL > EXPORT/ARCHIVE'. The 'Export/Archive Manager' title is followed by 'Export' and 'Archive' links. A table lists the exported files:

File Name	Date Created	Log	Detailed Log	Remove
<a href="#">ExportFile_BB_WORKSHOP_RODGERS_20090615111731.zip</a>	6/15/09 11:18 AM	<a href="#">Log</a>	<a href="#">Detailed Log</a>	<a href="#">Remove</a>

Below the table, there is an 'OK' button. A red arrow points from the 'ExportFile' link in the table to a Firefox dialog box titled 'Opening ExportFile\_BB\_WORKSHOP\_RODGERS\_2009...'. The dialog box shows the file name '...ile\_BB\_WORKSHOP\_RODGERS\_20090615111731.zip' and asks 'What should Firefox do with this file?'. The 'Save File' option is selected. A red arrow points from the 'OK' button in the dialog box back to the 'ExportFile' link in the table.

## Import Package

Next we will learn out to import the package we just created into a new container.

1. Log into Blackboard if necessary.
2. Select the course container you want to import the package you just created.
3. Go to the Control Panel and click Import Package.

The screenshot shows the Blackboard Control Panel interface. At the top, there is a navigation bar with the logo for Grossmont-Cuyamaca Community College District and links for Home, Help, and Logout. Below this, there are tabs for Welcome, My Courses, and System Admin. The main content area is titled 'BB\_WORKSHOP\_RODGERS: Introduction To Teaching With Blackboard (RODGERS) - Chris Rodgers (Instructor)'. It contains several panels of links:

- Content Areas:** Start Here, Reading Materials, Syllabus, Lessons, Blackboard 8 Resources, Helpful Links, Resource Files, IGNORE.
- Course Tools:** Announcements, Course Calendar, Staff Information, Tasks, Send Email, Discussion Board, Collaboration, Digital Dropbox, Messages, Course Objectives, CengageNOW Instructor Tools, CengageNOW Gradebook, SafeAssign.
- Course Options:** Manage Course Menu, Course Design, Manage Tools, Settings, Recycle Course, Course Copy, Import Course Cartridge, **Import Package** (highlighted with a red arrow), Export Course, Archive Course.
- User Management:** List / Modify Users, Create User, Batch Create Users, Enroll User, Remove Users from Course, Manage Groups.
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# Import Package Wizard

1. In the Import Package Wizard, click on the Browse button to select the package you just created.
2. Select all of the items that you wish to import into your new course.
3. Click Submit

INTRODUCTION TO TEACHING WITH BLACKBOARD (RODGERS) > (BB WORKSHOP RODGERS) > CONTROL PANEL > IMPORT PACKAGE

## Import Package

### 1 Course Selection

\* Destination Course ID BB\_WORKSHOP\_RODGERS

### 2 Select a Package

Browse to locate the course package:  
Uploading large files may take a long time.

C:\Documents and Settings\chris.rodgers\Desktop\Exp Browse... 1

### 3 Select Course Materials

Select materials to include in the import process. To recreate a course from an archive package, including user records, use Restore instead of Import.

- Content
- Adaptive Release rules for content
- Announcements
- Calendar
- Collaboration Sessions 2
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Settings
- Staff Information
- Tasks
- Tests, Surveys, and Pools

### 4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

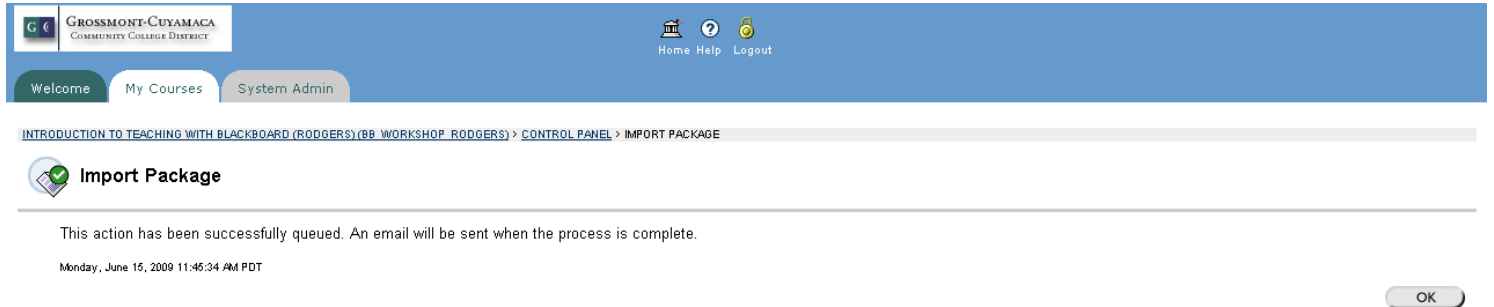
\* Required Field

Cancel 3 Submit

## Action Queued

This request will be queued for completion. An email notification will be sent when the process is complete.

When you have received the email, go back to the course that you imported the content into and make sure everything is setup correctly.



The screenshot shows a web interface for Grossmont-Cuyamaca Community College District. At the top, there is a blue navigation bar with the college logo and name on the left, and links for Home, Help, and Logout on the right. Below this is a secondary navigation bar with buttons for Welcome, My Courses, and System Admin. A breadcrumb trail indicates the current location: INTRODUCTION TO TEACHING WITH BLACKBOARD (RODGERS) (BB WORKSHOP RODGERS) > CONTROL PANEL > IMPORT PACKAGE. The main content area features a green checkmark icon and the title 'Import Package'. A message states: 'This action has been successfully queued. An email will be sent when the process is complete.' Below the message is the timestamp 'Monday, June 15, 2009 11:45:34 AM PDT' and an 'OK' button.