

## Course Export and Import

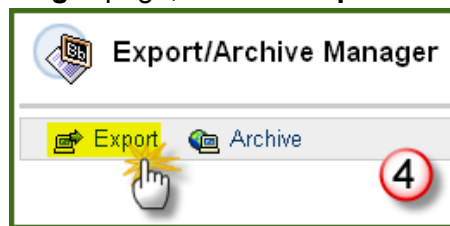
Blackboard provides multiple ways to copy materials from course to course, including the Export/Import functions. When a faculty member is the instructor for both the original course and the course in which materials are to be copied, the standard Course Copy process is recommended (see [http://www.wilmu.edu/instructionaltech/PDF/Course\\_Copy\\_Instructions.pdf](http://www.wilmu.edu/instructionaltech/PDF/Course_Copy_Instructions.pdf) for more information). However, if the instructor of an original course and the instructor of a course in which materials are to be copied are not the same person, using the Export/Import function is needed. Using this process, materials from a course that needs to be copied are exported into a .zip file that is then downloaded to a computer or disk. Then the downloaded .zip file can be imported into a new course.

### Exporting a Course or Course Materials

1. Log into the course that contains content you wish to export materials from using your instructor username and password (Note: you must be an instructor in the course you wish to export).
2. Click on **Control Panel**.
3. In the **Course Options** section, click the **Export Course** button.



4. From the **Export/Archive Manager** page, click the **Export** button.




5. Select the Course Materials you'd like to export (see image next page). You can select as many or as few of the items as you'd like, but if you'd like to export your full course choose all of the options.
6. Click the **Submit** button.

**2 Select Course Materials** 5

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
  - Course Authors
  - Syllabus
  - Course Content
- 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

7. You will receive a message saying your course export request is in queue. Click OK. (**Note:** *It may take several minutes for the course export process to complete.* Once completed, you will receive a confirmation message sent to your Wilmington University email indicating that the task was successful).

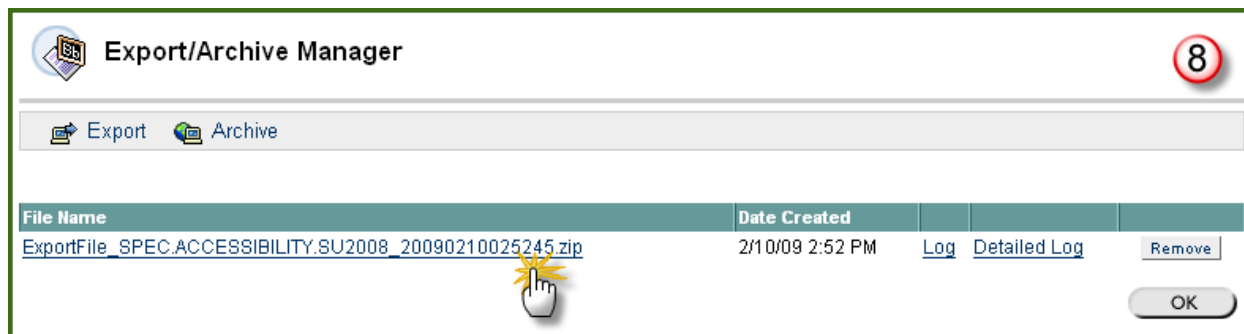
 **Export Course** 7

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

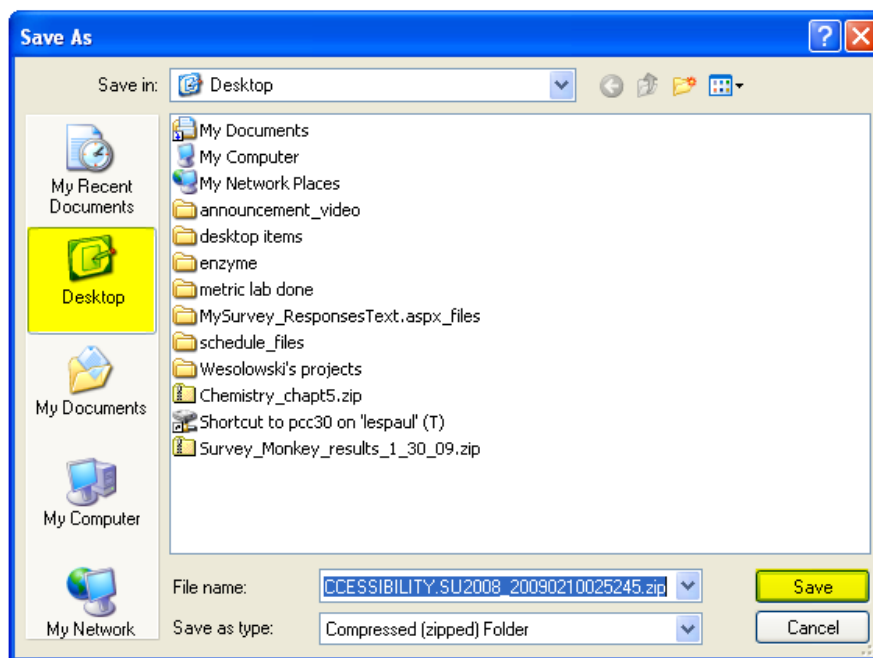
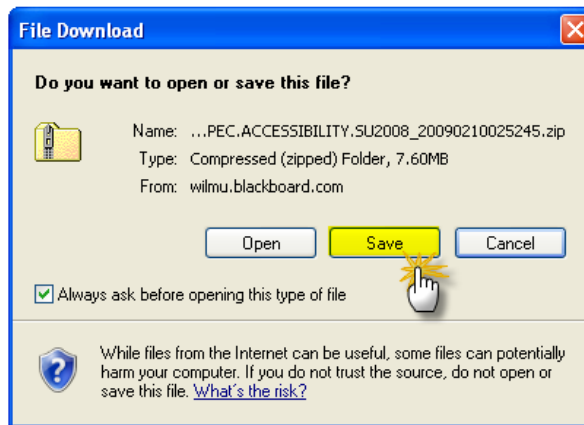
Tuesday, February 10, 2009 2:52:45 PM EST

OK

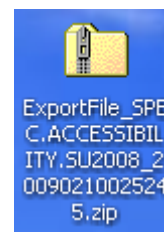
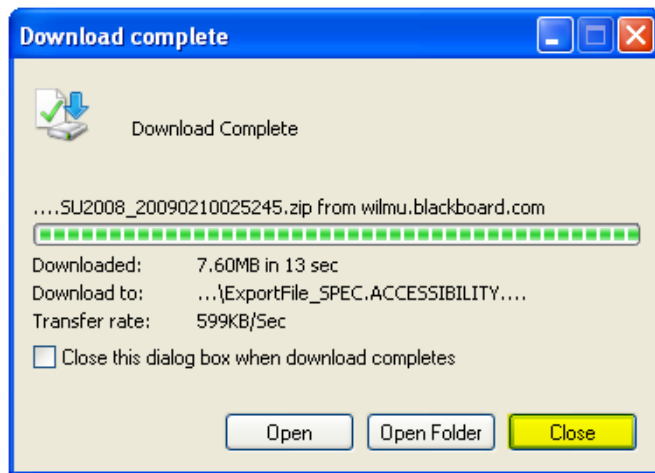
8. After the Export process is completed, if you return to the Export/Archive Manager page you should see a listing of your export file. Click on the file name (it will end in .zip) to start the download process.



- 9. Click to **Save** the file to your computer and save it to a location you typically store temporary files (such as your Desktop, as shown in the image below). **DO NOT OPEN THIS FILE** – no harm will be done, but it contains a lot of computer gibberish you have no need to view.



- Once the download process is complete, click **Close**. The file should now be on your computer, and can be identified by a folder with a zipper on it (see image below, right).



- If you are giving the Exported course to another individual, save it onto a CD or flash-drive to give to them. The Export files tend to be quite large, so email the file only if needed.

### Importing a Course or Course Materials

After a course has been Exported, you can then Import the file into a new course. When Importing a course into a new blank course, it is **HIGHLY RECOMMENDED** that you first log in to your blank course and delete **ALL** pre-existing content from that blank course. To remove all content **FROM YOUR BLANK COURSE**, follow the directions found on page 4 of the following tutorial [http://www.wilmu.edu/instructionaltech/PDF/Modifying\\_Course\\_Menu.pdf](http://www.wilmu.edu/instructionaltech/PDF/Modifying_Course_Menu.pdf) and click "Remove" for all items **IN YOUR BLANK COURSE**

- Log into the course into which you wish to import the course or course materials using your instructor username and password (Note: you must be an instructor in the course you wish to import course materials into).
- Click on **Control Panel**.
- In the **Course Options** section, click the **Import Package** button.



- From the **Import Package** page, click the **Browse** button to locate the exported file from Step 10 and then click **Open** (see image on next page).

16. Next, select the Course Materials you wish to import from the file you are uploading (if you are importing a complete course, select all items).

The screenshot shows a two-step process. Step 2, 'Select a Package', includes a 'Browse' button and a file path: C:\Documents and Settings\meredith.c.wesolowsk\Desktop. Step 3, 'Select Course Materials', lists various course components with checkboxes, all of which are selected. A 'Submit' button is located at the bottom right of the form.

**2 Select a Package**

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

C:\Documents and Settings\meredith.c.wesolowsk\Desktop Browse...

**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
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Settings
- Staff Information
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17. Click the **Submit** button.
18. You will receive a message saying your course import request is in queue. Click **OK**.  
**(Note: *It may take several minutes for the course import process to complete.*** Once completed, you will receive a confirmation message sent to your Wilmington University email indicating that the task was successful).

The screenshot shows a confirmation message with a green checkmark icon, the title 'Import Package', and the text: 'This action has been successfully queued. An email will be sent when the process is complete.' The date and time are 'Tuesday, February 10, 2009 3:34:55 PM EST'. An 'OK' button is at the bottom right.

**Import Package**

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

Tuesday, February 10, 2009 3:34:55 PM EST

OK

19. Once you've received an email notifying you that the import process is complete, you should now see the imported course materials within the new course.

*For more information . . .*

Additional support for Blackboard tools can be found at <http://esupport.wilmu.edu>, by clicking on the Help! button in Blackboard, at <http://www.wilmu.edu/instructionaltech/index.aspx> and in the User Manual linked from the *Control Panel* in Blackboard.