

Exporting/Importing Course Materials

Before you export your course, decide what materials and setting you want to import into your blank course shell. You may decide that you do not want the entire course. If that is the case, consult the table below to determine the best method:

<u>If you...</u>	<u>Then...</u>
...want to export your entire course, all links, tests, discussion boards, grade center...	... use <i>Export/Import Course Materials</i> below
...want to export entire sections like the Grade Center, all the tests, entire content areas...	... use <i>Export/Import Course Materials</i> below
...want to copy certain files, selected tests (but not all of them)...	... use the <i>Copy and Move your Files and Folders</i> instructions

Step 1: Export All or Select Links, Settings, and Tools from Your *Old* Course Shell

1. From the *Control Panel*, in your *old* course, click on **Packages and Utilities** to expand the menu.
2. Click on **Export / Archive Course** link.
3. Click on the **Export Package** button.
4. In the *File Attachments* section, for *Course Files Default Directory*:
 - Select the second radio button ***Copy links and include copies of the files in the course default directory.***
 - Select the second radio button: ***Copy links and include copies of the files outside of the course default directory***
5. In the *Select Course Materials* section:

If you want to copy the entire course (Grade Center, files and links, discussion boards, settings, etc.) to your new course, click the **Select All** button.

If you want to copy certain sections (Course Work content area, Grade Center, Tests, etc.) check the boxes to the left of just the areas you wish to copy.

If you are not sure which sections you want, **Select All**. You will have the opportunity to import only select areas. You always have the option of deleting content from the new course once it has been transferred.
6. Click **Submit** at the bottom of the page.
7. The Export process may take a few minutes to create the package especially if the course contains a lot of materials.
8. When the package is ready, you will receive an email from the Blackboard Administrator.
9. Click on **Refresh** button within the browser to refresh your page. You should now see the package listed as **ExportFile_yourcoursename_bunchofnumbers.zip**.
10. Right click on the file name. Select the Save Link As option and save the file to your Desktop. **DO NOT** open the file or unzip it.

Step 2: Import All or Select Links, Settings, and Tools into Your New Course Shell

1. From the *Control Panel*, in your *new* course, click on **Packages and Utilities** to expand the menu.
2. Click on **Import Package / View Logs**.
3. Click on the **Import Package** button.
4. In the second section *Select a Package*, click the **Browse My Computer** button to locate the **ExportFile_yourcoursename_bunchofnumbers.zip** file you download from your previous course.
5. In the third section *Select Course Materials*:
 - If you have exported the entire course, click the **Select All** button.
 - If you have exported only certain sections, check the boxes to the left of just the areas you wish to import.
 - If you are not sure which sections you exported, **Select All**. Once the process is complete, you will have the option to return to the content areas, tests, Grade Center, etc., and delete those parts you do not wish to keep.
6. Click **Submit** at the bottom of the page.

Step 3: Review Your Import

1. Return to your content areas and check all the content, links, and settings.
2. Delete duplicate copied course navigational items (*beneath* the default course navigational items).
3. If you use Due Dates:
 - a. Go to **Course Tools** in the *Control Panel*
 - b. Click on **Set Grade Center Due Dates**
 - c. Set the due dates for the current semester
 - d. Click **Submit** at the bottom of the page when you are finished
4. If you have any links to Webpages:
 - a. Go to **Course Tools** in the *Control Panel*
 - b. Click on **Link Checker**
 - c. Verify that all the links are valid and visible. If any are not, fix the link.
 - d. Click **Submit** at the bottom of the page when you are finished
5. Make the course shell available:
 - a. From the *Control Panel*, click on **Customization** to expand the menu.
 - b. Click on **Properties**
 - c. In the *Set Availability* section, click the **Yes** radio button
 - d. Click **Submit** at the bottom of the page
6. Enroll your Test Student in this course:
 - a. Go to **Course Tools** in the *Control Panel*
 - b. Click on **Add Test Student**
 - c. Click the **Enroll Test Student** button. If you have forgotten your password, reset the Test Student Password.
 - d. Click **Submit** at the bottom of the page when you are finished Log out of Blackboard. Log back in to Blackboard using the “Instructors: CLICK HERE to login with your test student (_s) account” link, using your Student Test account username and password.
 - e. Check the course from the Student’s point of view.