

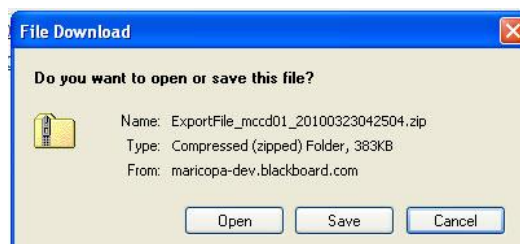
As an alternative to the course copy command, you can export your course content to a zipped file and import it into a new course. Both the export and import features allow you to individually select the course components to include. If you created and linked to content within the Content Collection, you should use the course copy option instead of export/import.

### Exporting Course Content



With the exception of discussion board postings, the Export/Archive Course command does *not* export any student interaction, their names or their grades.

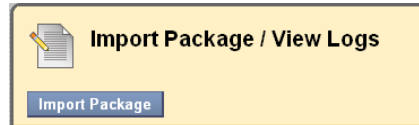
1. From the Control Panel for the course that contains the content, expand the **Packages and Utilities** section by clicking the double chevron and then click **Export/Archive Course**.
2. Click the **Export** button on the Export/Archive Course page.
3. Select the items you wish to include in the export and click **Submit**.
  - Decide whether to include copies of content collection items in the export.
  - As with course copy, you need to check the boxes for "Settings," "Grade Center Columns and Settings," and "Tests, Surveys, and Pools," if you are copying linked items (e.g., tests, surveys, assignments).
  - A receipt banner displays with the following message: "This action has been queued. An email will be sent when the process is complete." **This may take several minutes to process depending on the size and complexity of your course. Do NOT make any changes to your course while the export processes.**
4. Check your email for the notification message. Note any warnings that appear in the email.
5. Return to the Control Panel and click the **Export/Archive Course** link.
  - The Export/Archive Course page displays, with a listing of all exports and archives that have been created.
6. Click the double chevron for the export you wish to save to your computer and click **Open**.
7. Select to save the export file.
8. In the Save As window, select where you wish to save the archive file and click Save.



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## Importing Course Content

1. Select the course that will receive the import data from the My Courses list.
2. From the Control Panel, Open Packages and Utilities and select **Import Package/View Logs**.
3. On the Import Package /View Logs page, click on the **Import Package** button.



4. From the 'select a package' field, browse and locate the saved export file.
5. Browse to select a folder for the Content Collection Files. If the package includes Content Collection files, they will be added to a new folder within the folder specified below. If no folder is specified, any Content Collection files included in the package will not be processed.
6. Select the course materials you wish to include in the import.

**NOTE:** The import process **adds** to the existing course menu in the destination course. If you know your college uses a template, you can elect to NOT include the template items in the import since those items may already be in the destination course. If you do include the template items in the import, you may need to remove the duplicate menu items. Not including them will help reduce the amount of cleanup required (see "Cleanup Issues" below).

**NOTE:** When you import discussion boards, all student postings will come over. You may choose to NOT import the discussion board forums and instead to recreate them. If you do import the forums, you will need to clean out the student postings (see "Cleanup Issues" below).

7. Click **Submit**.
  - A receipt banner displays with the following message: "This action has been queued. An email will be sent when the process is complete." **This may take several minutes to process depending on the size and complexity of your course. Do NOT make any changes to your course while the import processes. It may take time to for the receipt page to display – be patient, and click submit only once.**
8. Review the email message confirming the import has completed (warnings are to be expected). Make sure you thoroughly review the course (see "Cleanup Issues" below).

## Cleanup Issues

**Announcements** – Announcements will import with the creation date and will say "Posted by: Blackboard Administrator."

**Course Menu** – Some of the course menu items may be in a different order and you may find a few duplicates. The import process **adds** to the course menu, it does not remove any of the items that were in the course before the import. You can reorder and remove items as needed.

- **To reorder course menu items:** Use the up/down arrow to drag and drop the link.
- **To remove a duplicate course menu item:** Click the double chevron to open the drop down menu and select Delete.

**CAUTION: Do not remove any course menu item that contains course content, as this will delete the content!**

**Assignments** - Assignments may come over as unavailable due to the application of date restrictions. You must modify the due date (it will default to the creation date of the assignment) as well as verify the date restrictions. To do so, select the Edit link for the assignment. The due date can also be modified in the Grade Center (Evaluation>Grade Center> column double chevron>Edit Column Information).

**Surveys and Tests** - Surveys and tests may come over as unavailable due to the application of date restrictions. You must modify the date restrictions by modifying the test or survey options. The due date can also be modified in the Grade Center (Evaluation>Grade Center>column double chevron>Edit Column Information)

**Discussion Board** - All student postings will come over. You will need to clean out the student postings by clicking on the forum links and removing student threads.

The following supplemental information is excerpted from the Blackboard manual to describe the behavior that occurs with the export and import procedures.

### Exporting Behavior

The table below details what happens to each selectable option when the export is performed.

Course Material	Behavior when Exported
Content	<ul style="list-style-type: none"> <li>Exports Course materials, including uploaded files, Learning Modules, and links. Users may also select to include Course Information, Course documents, Assignments and External Links.</li> </ul>
Announcements	<ul style="list-style-type: none"> <li>All Announcements are exported.</li> </ul>
Tests, Surveys, and Pools	<ul style="list-style-type: none"> <li>All Assessments and Surveys, including questions and options for deploying them are exported. All Pools are exported.</li> </ul>
Calendar	<ul style="list-style-type: none"> <li>All Calendar items are exported to the new Course.</li> </ul>
Course Settings	<ul style="list-style-type: none"> <li>Some Course Settings will be exported.</li> </ul>
Discussion Board	<ul style="list-style-type: none"> <li>Discussion Board Forums, including the initial message in the Discussion Board, are exported.</li> </ul>
Grade Center Items and Settings	<ul style="list-style-type: none"> <li>Items in the Grade Center, and their settings, such as type, categories, and display options, are exported.</li> </ul>
Group Settings	<ul style="list-style-type: none"> <li>Settings include the names of the Groups, the settings for tool availability, and the Discussion Board Forum names.</li> </ul>
Staff Information	<ul style="list-style-type: none"> <li>All Staff Information is exported.</li> </ul>

\*\*When **Course Settings** is selected, settings are exported. These include the following:

- Course Description
- Course Name
- Course Entry Point
- Course Style
- Course Banner
- Blackboard Tools
- Building Block Tools
- Content Tools
- Course ID
- Course Availability
- Guest Access
- Observer Access
- Course Duration
- Enrollment Options

## Importing Behavior

The table below details what happens to each selectable option when the import is performed.

<b>Course Material</b>	<b>Behavior when copied</b>
Content	Imports course materials, including the following, from the package: <ul style="list-style-type: none"> <li>• Uploaded files</li> <li>• Learning Units</li> <li>• Links</li> <li>• Course Information</li> <li>• Course Documents</li> <li>• Assignments</li> <li>• External Links</li> <li>• Building Block content</li> </ul>
Announcements	All Announcements are imported. If Assessment links appear in Course areas, then this option must be selected, or the link to the Assessment will be broken.
Tests, Surveys, and Pools	All Assessments and Surveys, including questions and options for deploying them are imported. All Pools are imported to the new Course.
Calendar	All Calendar items are imported to the new Course.
Course Settings	Some Course Settings will be imported.
Discussion Board	Discussion Board Forums, including the initial message in the Discussion Board, are imported.
Grade Center Items and Settings	Items in the Grade Center, and their settings, such as type, categories, and display options, are imported.
Group Settings	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board Forum names.
Staff Information	All Staff Information is imported.

## Course Settings

This table describes how Blackboard resolves certain situations that arise between what is being imported and what already exists.

<b>IF . . .</b>	<b>THEN . . .</b>
a Course area in the package does not exist in the destination course	the area will be added to the Course Menu in the destination course.
the Course area in the package and the Course area in the destination course have the same name and are of the same type (for example, External Links, Staff Information, or content)	the content from the package will be added, but will not replace, the content in the area within the destination course.
the Course area in the package and the	the Course area from the package will be

Course area in the destination course have the same name but are of different types	added to the destination course under a different name. The new name will append an incremental numeral to the name (for example, Course Materials will become Course Materials1).
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\*\*Here is how Course Settings are affected:

<b>What Gets Imported:</b>	<b>What Doesn't Get Imported:</b>
Course Name	Course ID
Course Description	Course Availability
Course Entry Point	Guest Access
Course Design	Observer Access
Course Banner	Course Duration
	Enrollment Options

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