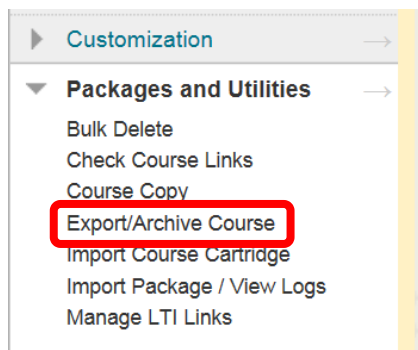


# BLACKBOARD QUICK START: EXPORT / IMPORT A COURSE & MOVE COURSE CONTENT

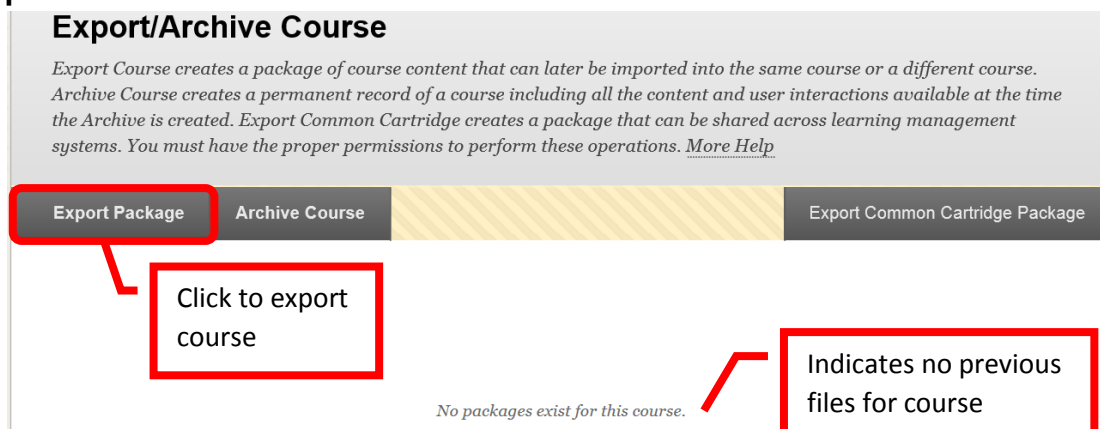
Santa Ana College Distance Education, Cesar Chavez Building Room A-101, (714) 564-6725, [DistEd@sac.edu](mailto:DistEd@sac.edu)

## EXPORT A BLACKBOARD COURSE

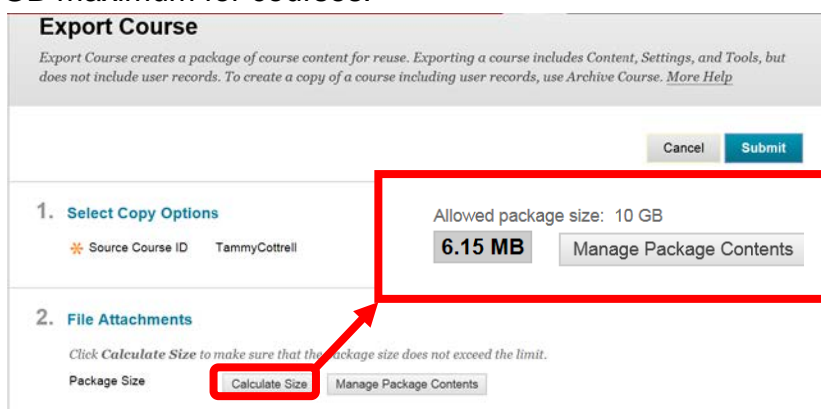
From the **Course Home Page**, in the Course Management Menu, under “Packages and Utilities,” click “**Export / Archive Course**.”



Any existing packages will be displayed on the **Export / Archive Course** page. It is recommended to remove or delete any existing files prior to exporting. Click the “Remove” icon to delete the files. Next, click **Export**.



The **Export Course** page allows instructors to calculate the size of the course, manage package contents, and select the course content to export. Click **Calculate Size** to display the course size. There is a 10GB maximum for courses.



The **Select Course Materials** section allows instructors to select which components of the course will be exported. Course material can be selected by clicking the check box next to the individual item, this is useful if only one section is needed for another class. Click the **"Select All"** icon at the top of the section to select the entire course. A check mark (✓) will appear next to the selected content. Once the course material has been selected, click **"Submit"** to continue. Click **"Cancel"** to return to the menu with no changes.

**3. Select Course Materials**

Select materials to include in the export package to serve as an exact record, including user records, use archive instead of export.

☒ Select All ☐ Unselect All

☐ Content Areas

- ☐ Syllabus
- ☐ Unit 1
- ☐ Unit 2
- ☐ Unit 3
- ☒ Assignments
- ☐ Tests

☐ Adaptive Release Rules for Content

☐ Announcements

☐ Blogs

☐ Calendar

☐ Collaboration Sessions

☐ Contacts

☐ Tests, Surveys, and Pools

☐ Wikis

**4. Submit**

Click Submit to proceed. Click Cancel to quit.

**Annotations:**

- Click to select entire course (points to "Select All")
- Click to select individual component (points to "Assignments")

A green confirmation banner will appear at the top of the page. While the process usually only takes a few minutes, if the size of the course is large, it may take a bit longer.

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

### Export/Archive Course

Export Course creates a package of course content that can later be imported into the same course or a different course. Archive Course creates a permanent record of a course including all the content and user interactions available at the time the Archive is created. Export Common Cartridge creates a package that can be shared across learning management systems. You must have the proper permissions to perform these operations. [More Help](#)

Blackboard will send an Email when the export process has been completed.

**Mail**

Favorite Folders

Mail Folders

All Mail Items

- Mailbox - Cottrell, Tammy
- Deleted Items (172)
- Drafts

**Inbox**

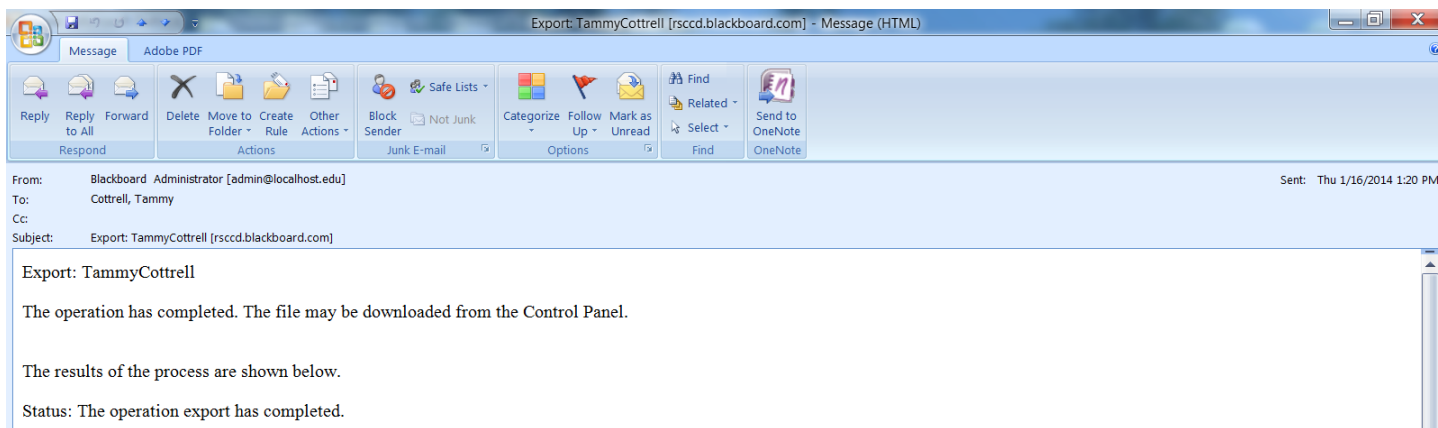
Search Inbox

Arranged By: Date Newest on top

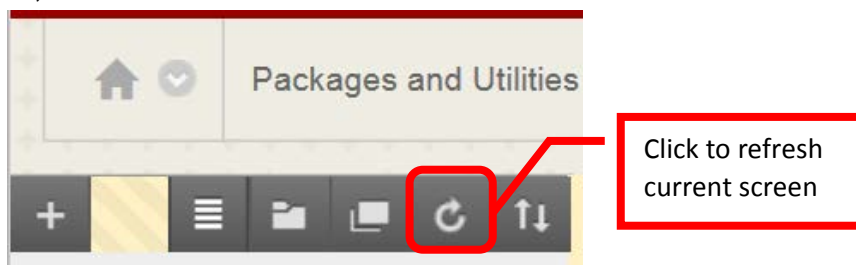
Today

**Blackboard Administrator** 1:20 PM

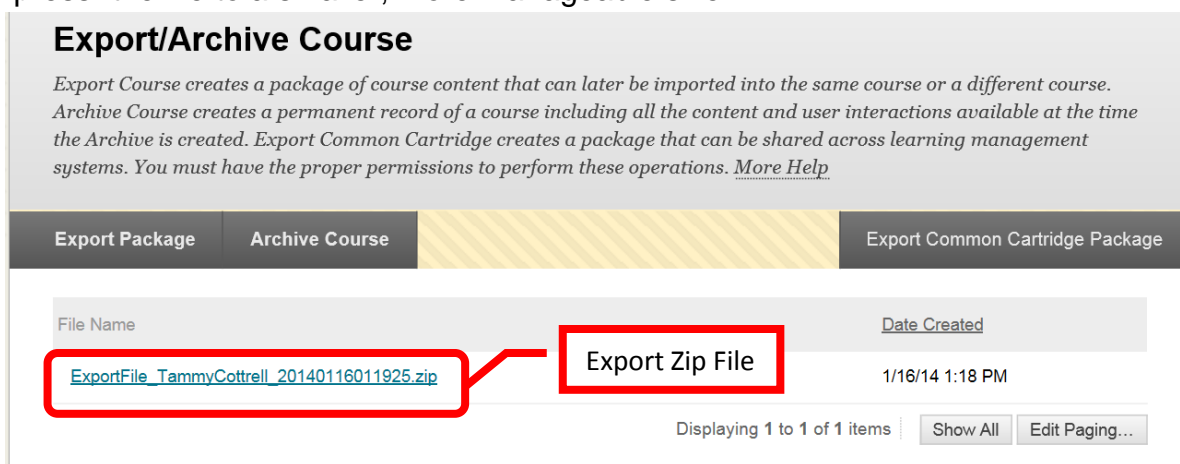
Export: TammyCottrell [rsccd.blackboard.com]



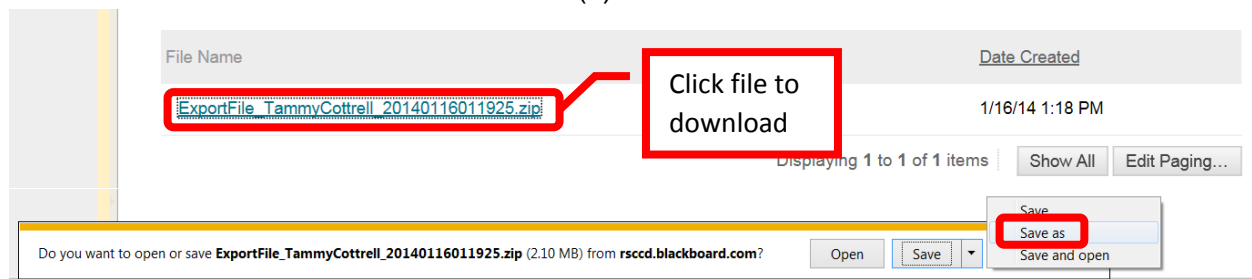
When complete, click the **Refresh** icon on the **Course Tool Bar** to refresh the current screen.



The export file link should appear in the Export / Archive Course page. The export is saved as a zip file to “compress” the file to a smaller, more manageable size.

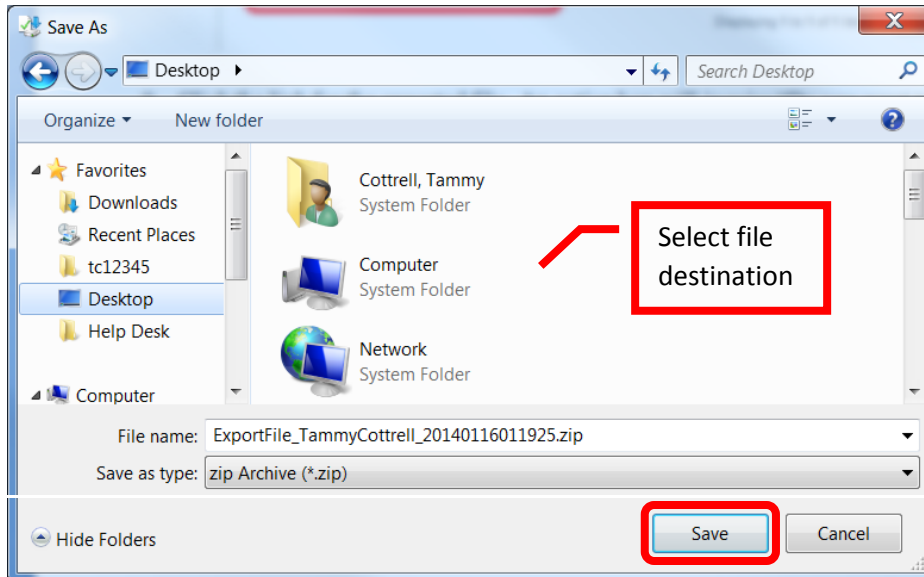


Click the link for the exported file. An action box will inquire “Do you want to save <File Name> from rsccd.blackboard.com?” Click the down arrow (v) or chevron next to “Save” and select “**Save As.**”



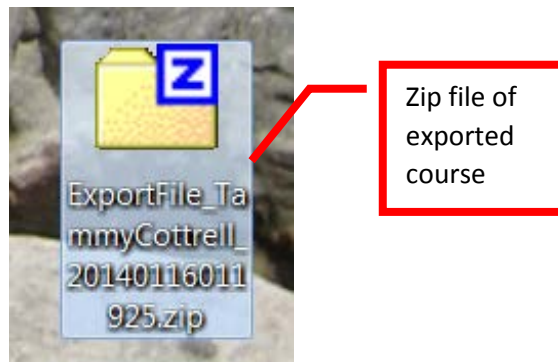
**For MAC Users:** Press and Hold the **Control** key before clicking the link. Then select **Save Link As** to download the zip file without opening it.

Select the destination of the export file on the computer. For this example, the file will be saved to the desktop. Once the location is selected, click “**Save**” to continue. Click “Cancel” to return to the menu with no changes.



A folder should appear in the selected location. The “Z” indicates that it is a zipped file.

**IMPORTANT:** Do not click on or open this zip file. Opening the file may corrupt it and the course contents rendering it useless. Corrupted files cannot be imported, recovered, or corrected.



## Archiving

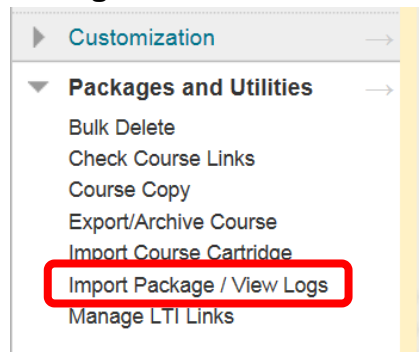
Courses will only be left active on Blackboard for a period of two years. After Spring semester each year, courses that are older than two years will be archived. Archiving creates a permanent record of the course, including all content and user interaction. This record is stored on an archive server and is not readily available to instructors. The course can be restored when requested, however, the restoration process will take time.

Therefore, it is recommended that if instructors would like copies of all their course content from older classes, that the instructor Export a copy of the course and save it on their own storage device. Archiving is necessary to reduce the total size of the active Blackboard server, thus reducing costs. By exporting a copy, instructors will have quick and easy course retrieval.

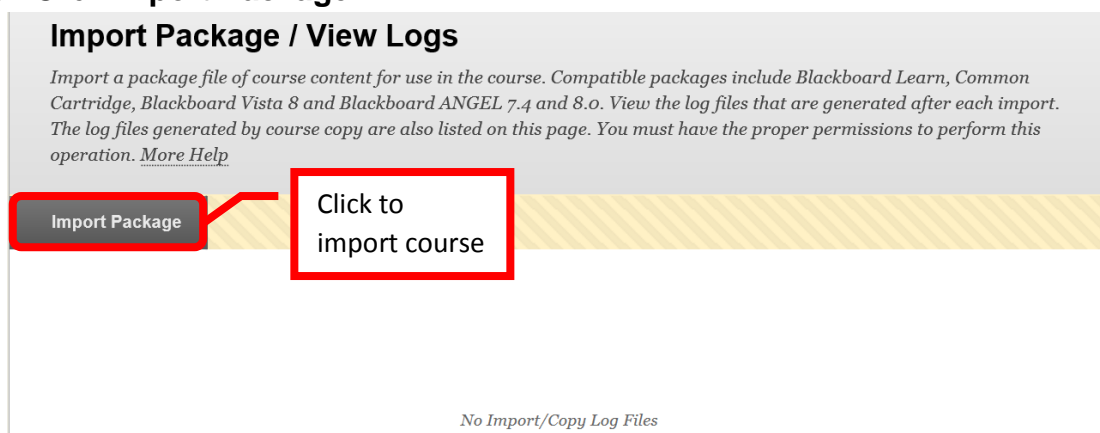
## IMPORT COURSE CONTENT

Access the new course shell in Blackboard.

From the **Course Home Page**, in the Course Management Menu, under “Packages and Utilities,” click “**Import Package / View Logs**.”



The **Import Package / View Logs** page allows instructors to import a full course, or a component from a course. Click **Import Package**.



Under “Select a Package,” click **Browse My Computer**.

**Import Package**

*An Import package is a .ZIP file of exported Course content. Importing a package into an existing Course copies the content of the package into the existing Course. Import packages do not include user enrollments or records, such as discussion board posts and assessment attempts. [More Help](#)*

Cancel Submit

**1. Select Copy Options**

✱ Destination Course ID TammyCottrell

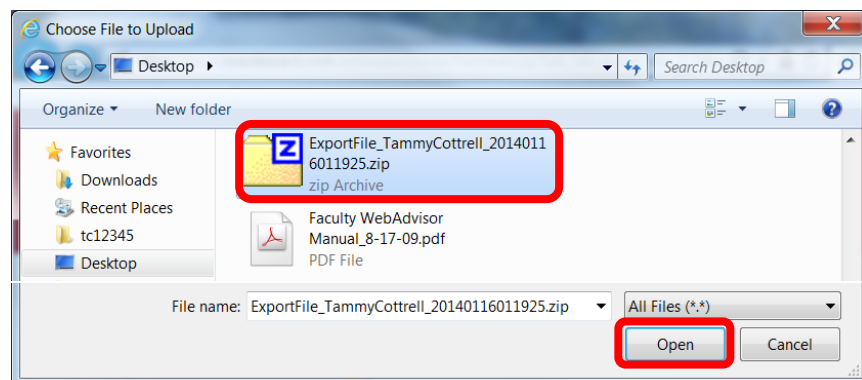
**2. Select a Package**

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

Uploading large packages may take a long time.

✱ Select a Package **Browse My Computer**

Locate the course zip file in the “Choose File to Upload” dialog box. Click the desired file to select it. Next, click “**Open**” to continue.



The file name will now appear in the “**Selected File**” section. Click “Do not attach” to remove the file.

**2. Select a Package**

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

Uploading large packages may take a long time.

✱ Select a Package **Browse My Computer**

**Click to remove file** **File Name** **ExportFile\_TammyCottrell\_20140116011925.zip** **File to be imported**

Do not attach

The **Select Course Materials** section allows instructors to select which components of the course will be imported and added to the new course shell. Course material can be selected by click the check box next to the individual item, this is useful if only one section is needed for another class. Click the “**Select All**” icon at the top of the section to select the entire course. A check mark (✓) will appear next to the selected content. Once the course material has been selected, click “**Submit**” to continue. Click “Cancel” to return to the menu with no changes.

### 3. Select Course Materials

Select materials to include in the package to serve as an exact record, including user records, use archive instead of export.

Click to select entire course

- ☐ Content Areas
  - ☐ Syllabus
  - ☐ Unit 1
  - ☐ Unit 2
  - ☐ Unit 3
  - ☒ Assignments
  - ☐ Tests
- ☐ Adaptive Release Rules for Content
- ☐ Announcements
- ☐ Blogs
- ☐ Calendar
- ☐ Collaboration Sessions
- ☐ Contacts
- ☐ Tests, Surveys, and Pools
- ☐ Wikis

Click to select individual component

### 4. Submit

Click Submit to proceed. Click Cancel to quit.

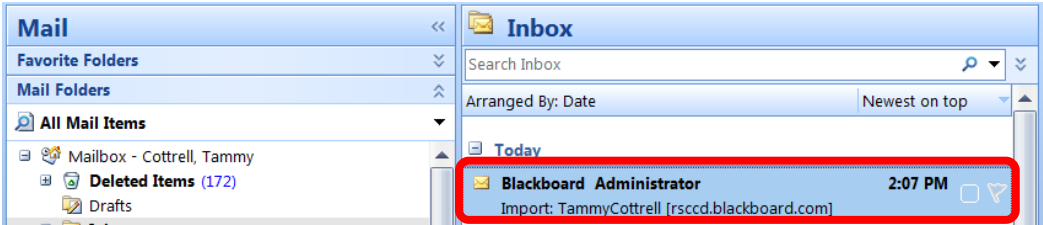
A green confirmation banner will appear at the top of the page. While the process usually only takes a few minutes, if the size of the course is large, it may take a bit longer.

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

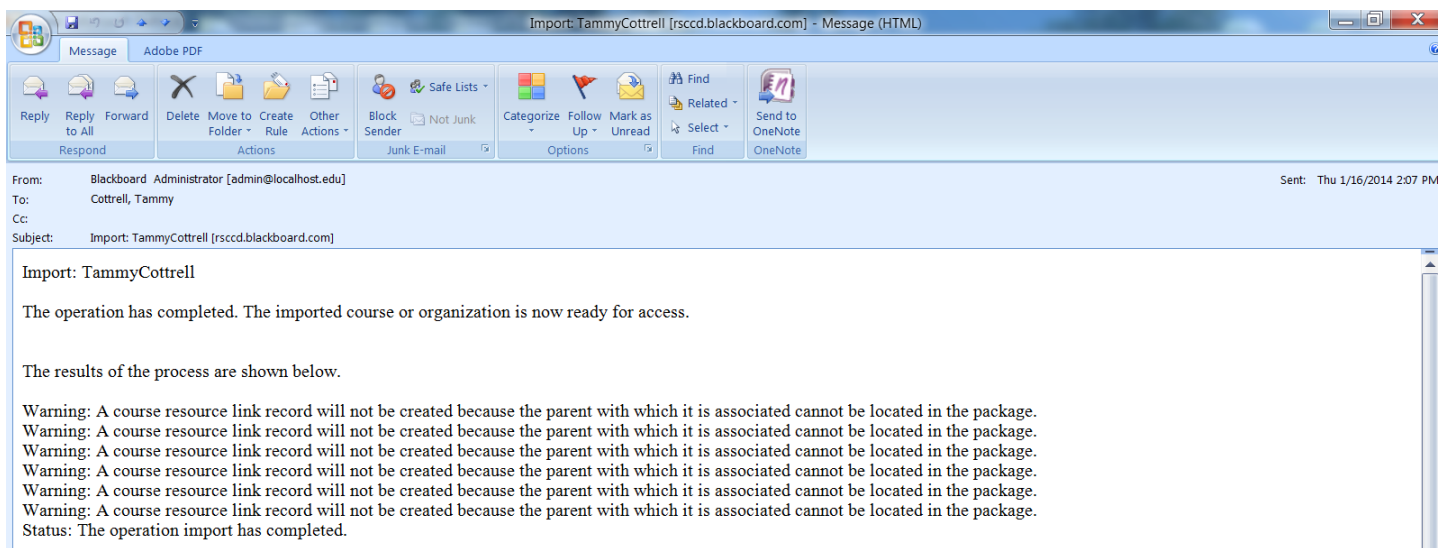
### Import Package / View Logs

Import a package file of course content for use in the course. Compatible packages include Blackboard Learn, Common Cartridge, Blackboard Vista 8 and Blackboard ANGEL 7.4 and 8.0. View the log files that are generated after each import. The log files generated by course copy are also listed on this page. You must have the proper permissions to perform this operation. [More Help](#)

Blackboard will send a confirmation Email when the import process has completed.



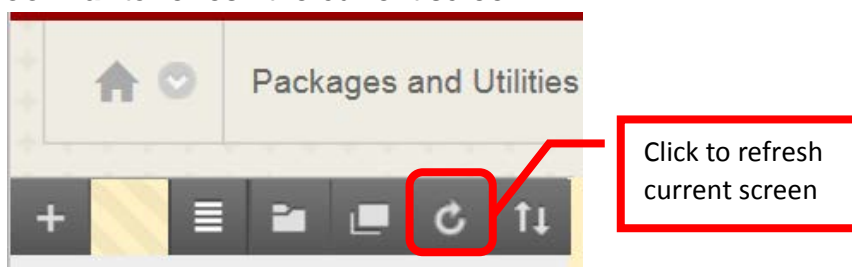




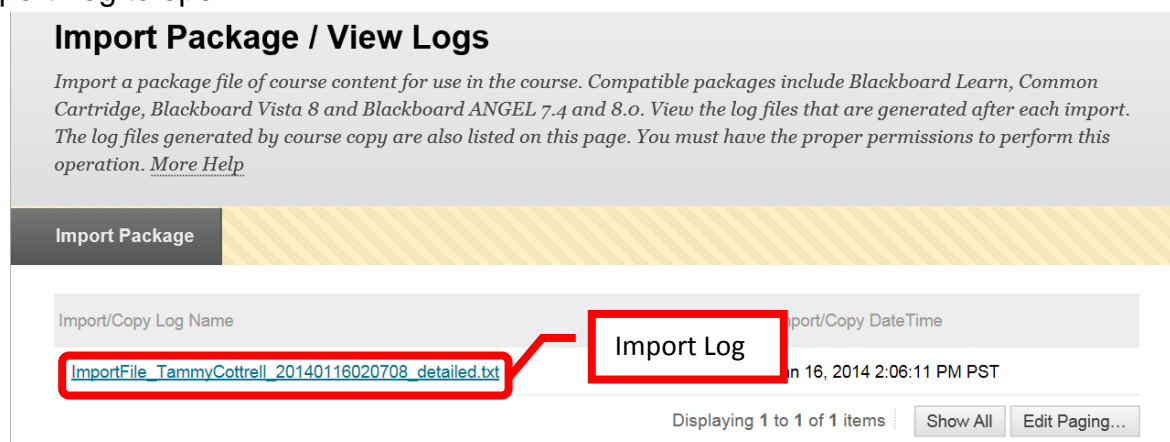
An orange confirmation banner may appear when the process is complete. Click the link provided to view the detailed import log.



The logs can also be accessed on the Import Package / View Logs page. Click the **Refresh** icon on the **Course Tool Bar** to refresh the current screen.



The import log link should appear in the Import Package / View Logs Course page. Double click on the Import Log to open.





Errors and/or Warnings may appear in the Import Log. This is normal and will not affect the import of content into the course. Only **Fatal Errors** will keep content from being imported into the course.

### View Log

Email LogDownload LogCollapse AllExpand All

Filter Log: View AllGo

Log Summary

Process Result

Fatal Errors: 0

Errors: 0

Warnings: 5

Information: 2

Debug: 0

Status: 1

Process Time

Dec 9, 2015 8:28:31 AM

Process Duration

18.43 seconds

Log File Size

3 KB

Check for Fatal Errors

Log Details (8)

Dec 9, 2015 8:28:31 AM - Warning

The original author of the announcement named "Template Usage" could not be found. The system administrator now appears as the announcement author.

Dec 9, 2015 8:28:31 AM - Warning

The original author of the announcement named "Announcement Information (Delete me)" could not be found. The system administrator now appears as the announcement author.

Dec 9, 2015 8:28:31 AM - Warning

The original author of the announcement named "Welcome to [class name]!" could not be found. The system administrator now appears as the announcement author.

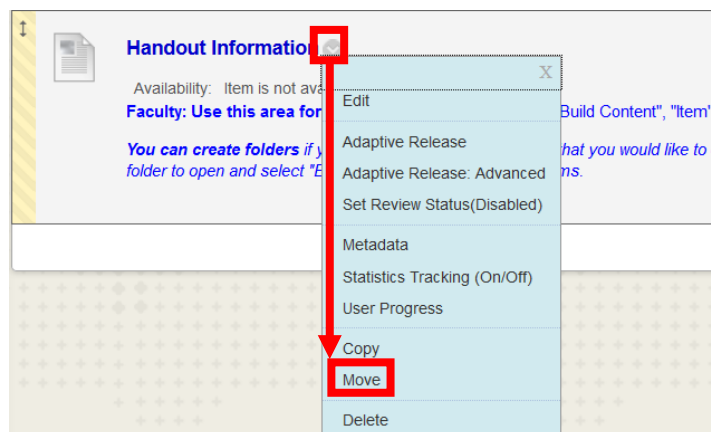
Dec 9, 2015 8:28:37 AM - Warning

A course resource link record will not be created. The parent associated with the course resource link cannot be located in the package.

Depending on the size of the course, it may take some time for the import to complete and the content to be added. If all of the content is not visible in the course, wait about a half hour and check the course again. The imported content will now be in the new course shell, and available to the instructor for updating, modification, relocation, and use.

## MOVING COURSE MATERIAL

Course Content Items, Content Folders, and Learning Modules can be easily moved between content areas and between courses. To **Move a Content Item**, click the down arrow to the right of the item, then select **Move** from the menu.



On the **Move** page, ensure that the correct course is selected in the **Destination Course** field. A different course can be selected using the pull down menu. To select the new destination of the content, click the **Browse** button in the Destination Folder field. Click on the desired destination in the **Select Location** box. Once the destination has been selected, click the **Submit** button, located at both the top and bottom right of the page to move the content to the selected content area.

A screenshot of the "Move" page in Blackboard. The page has a header "Move" and two "Submit" buttons. The "CONTENT INFORMATION" section shows the item name "Handout Information". The "DESTINATION" section has a "Destination Course" dropdown set to "TC Bb Training" and a "Destination Folder" field with a "Browse..." button. A red arrow points from the "Browse..." button to a "Select Location" dialog box. The dialog box shows a tree view of the course structure. A red arrow points from the "Unit 2: Discovering America" folder to a red box with the text "Click to Select Destination Folder".

**Move**

Cancel Submit

**CONTENT INFORMATION**

Name Handout Information

**DESTINATION**

Destination Course TC Bb Training

Destination Folder Browse...

Select Destination Course

Select Location: TC Bb Training – Bl...

https://rscdd.blackboard.com/webapps/blackbc

Select Location: TC Bb Training

- Course Information
- Lectures
  - Unit One (Sample folder)
- Handouts
  - Unit 1: Pre Columbian America
  - Unit 2: Discovering America
- Assignments
  - Unit 1: Pre Columbian America
- Resources
  - Blackboard Help & Resources
  - SAC Student Resources
- TEMPLATE INSTRUCTIONS

Click to Select Destination Folder

Cancel Submit

A green confirmation banner will appear at the top of the page, if the item was successfully moved to the selected destination area.

Success: Item moved.

### Handouts

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

**Unit 1: Pre Columbian America**  
Faculty: This is a sample "Content Folder". Click to open it. Then, click on "Build Content" and include any type of related unit content, such as "Item", "File" or "WebLink" to include in your folder.  
Suggestion: Use the terminology you use in class for your folders. (e.g. "Grammar Sheets", "Surveys", "Labs")

**Unit 2: Discovering America**  
Unit 2 will cover Columbus' discover of America and the effects it had on native life.

To **Move a Content Folder or Learning Module**, click the down arrow to the right of the item, then select **Move** from the menu.

**Unit 1: Pre Columbian America**

To complete the Unit 1 learning module:

- 1) Read the handout "What America was"
- 2) Complete the assignment
- 3) Take the Unit 1 review quiz
- 4) Post a thread to the Discussion Board

Menu options: Edit, Adaptive Release, Adaptive Release: Advanced, Set Review Status(Disabled), Metadata, Statistics Tracking (On/Off), User Progress, Copy, **Move**, Delete.

On the **Move** page, ensure that the correct course is selected in the **Destination Course** field. A different course can be selected using the pull down menu. To select the new destination of the content, click the **Browse** button in the Destination Folder field. Click on the desired destination in the **Select Location** box. Ensure that Yes is selected for the **Create Links for Items which cannot be Copied** field. Once the Move page is completed, click the **Submit** button, located at both the top and bottom right of the page to move the content to the selected content area.

### Move

Cancel Submit

**CONTENT INFORMATION**

Name: Unit 1: Pre Columbian America

**DESTINATION**

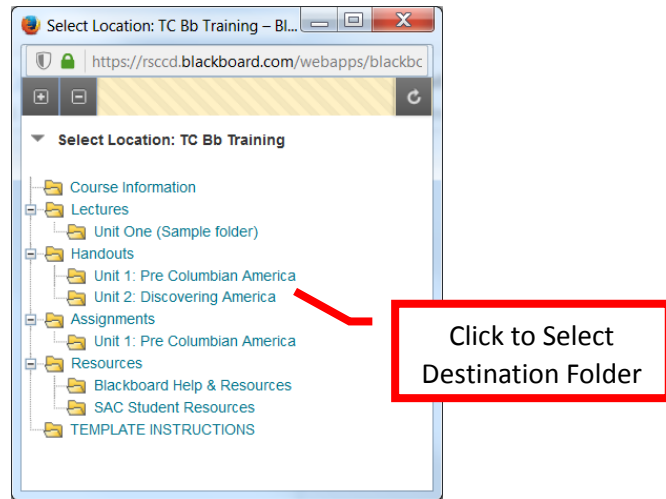
Destination Course: TC Bb Training

Destination Folder: **Browse...**

Create links for items which cannot be copied: ☒ Yes ☐ No

**Select Destination Course**

Cancel **Submit**



A green confirmation banner will appear at the top of the page, if the item was successfully moved to the selected destination area.

