

Export & Import Courses in Blackboard Learn

A Step-By-Step Guide for Faculty

At a Glance

This guide will outline the steps for exporting and importing a course in Blackboard LearnTM. This will also serve as a backup of your courses and content.

Before You Begin

Perform the following if you are a **Safari** user, else you may continue with Step #1.

- 1. Start **Safari** on your MacBook and click *Safari* > *Preferences* in the system menu bar.
- 2. Under the General tab, verify that *Open "safe" files after downloading* is NOT check marked.



Step #1: Clear Content in the New Course Shell

Every new course shell contains generic content from the course template. This content must be cleared before copying content from an existing course. The following steps will perform this task:

- 1. Open the course shell for the new semester (ex: Spring 2014).
- 2. Perform a Bulk Delete...
 - a. Locate the Control Panel and click *Packages and Utilities* > *Bulk Delete*.
 - b. Place a checkmark by each item, except *Users*, and type *Delete* in the Confirmation box.
 - c. Click Submit to delete the content from the course.
- 3. Clear the Course Banner...
 - a. Locate the Control Panel and click *Customization* > *Teaching Style*.
 - b. Scroll down to the last section. Select Banner.
 - c. Check *Delete this banner* and click *Submit*.
- 4. Clear All Links from the course...
 - a. Locate the navigation Links / Buttons on the left side panel.
 - b. Hold your cursor at the end of each link (ex: Course Home) and select *Delete* from the dropdown menu.
 - c. Continue this process until all navigation links/buttons have been removed.
- 5. Clear All Files and Folders Contained in the File Manager...
 - a. Locate the Control Panel and click Files.



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- b. Scroll to the bottom of the file list and click *Show All*.
- c. Scroll back to the top of the file list and place a checkmark by each file and folder (or you may place a checkmark beside File Type to check all files and folders).
- d. Click the *Delete* button.
- e. Click Home to return to your course list in Blackboard Learn.

Step #2: Export the Existing Course

Once the new course shell has been cleared, you are ready to export your content from the existing course. The following steps will preform this task:

- 1. Open the existing course shell from the previous semester (ex: Fall 2013).
- 2. Locate the **Control Panel** and click *Packages and Utilities > Export/Archive Course*.
- 3. From the Export/Archive Course page, click *Export Package*. The Export Course page appears.
- 4. Place a checkmark by each item under *Select Course Materials* (or you can use the Select All button).
- 5. Click *Submit* to start the course export procedure.

After clicking Submit, a green message bar will be displayed at the top of the screen indicating that you will receive an email from the Blackboard Administrator when the course export is complete. Exit Blackboard and wait for the email. The time required to export the course will depend on the amount of content. This may take from a few minutes to an hour or longer. Once the completion email is received, you will be ready to proceed to step #3.

Step #3: Download Exported Course

Once the completion email is received, you are ready to download your exported file to your computer or external storage device.

- 1. Open the existing course shell from the previous semester (ex. Fall 2013).
- 2. Locate the **Control Panel** and click *Packages and Utilities > Export/Archive Course*.
- 3. From the Export/Archive Course page, if using a Mac click on the ExportFile_link and the file will download into your Download Folder. When using a Windows computer, right-click the ExportFile_link and choose *Save Link As*. Save the Export file making note of its name and where you save it.

Step #4: Import the Exported File into New Course Shell

Now that you have your file saved, you are ready to import your file into your new course shell.

- 1. Open the course shell from the new semester (ex: Spring 2014).
- 2. Locate the **Control Panel** and click *Packages and Utilities > Import Package / View Logs*.
- 3. From the Import Package / View Logs page, click *Import Package*.
- 4. Under the section, *Select a Package*, *Browse My Computer* to locate the downloaded exported file. Locate the file and then select *Choose*.
- 5. Within the section, *Select Course Materials*, click *Select All*. Be sure <u>not</u> to check Availability, Course Guest Access, Course Observer Access, Duration, Enrollment Options, or Language Pack. By default, these will not be checked.
- 6. Click *Submit* to start the course export procedure.



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After clicking Submit, a green message bar will be displayed at the top of the screen indicating that you will receive an email from the Blackboard Administrator when the course import is complete. Exit Blackboard and wait for the email. The time required to import the course will depend on the amount of content. This may take from a few minutes to an hour or longer. Once the completion email is received, log into Blackboard Learn, open the new course, and verify your content is all there. You are now ready to begin updating your content and dates to reflect the new semester.

Additional Assistance

For additional assistance, see the Blackboard Learn Basics guide as well as other resources on the faculty tutorial site at http://www.fhu.edu/tutorials/faculty. Faculty may also receive assistance by contacting the HelpDesk at http://helpdesk.fhu.edu or by phone at 731-989-6111.