This tutorial demonstrates how to export a Bb course and import the course materials into a new Bb course.
Slide 3
Slide notes:

Text Captions: Select the Control Panel

Slide 4
Slide notes:
Slide 5
Slide notes:

Slide 6
Slide notes:
Text Captions: Select Export Course
Slide 7
Slide notes:
Text Captions: Select Export

Slide 8
Slide notes:
Text Captions: Select the course materials you want to export.
Slide 11
Slide notes:
Text Captions: Click Submit.

Slide 12
Slide notes:
Text Captions: Select OK.
A message will be sent to your preferred Email address when the process is complete.
Slide 13
Slide notes:
Text Captions: Select OK.

Slide 14
Slide notes:
Slide 15
Slide notes:

After receiving your Email confirmation message . . .
**Slide 17**
Slide notes:
Text Captions: Right Click on the ExportFile.
The export file is ready.

**Slide 18**
Slide notes:
Text Captions: Select Save Target As.
Slide 19
Slide notes:

Slide 20
Slide notes:
Text Captions: Click the Save button
Select a place on your computer to save the file.
Slide 21
Slide notes:
Text Captions: Select Close.

Slide 22
Slide notes:
Text Captions: Select OK.
Slide 23
Slide notes:

Slide 24
Slide notes:
Slide 25
Slide notes:
Text Captions: Select Import Package.
Login to Blackboard.
Enter your new course.
Access the Control Panel.

Slide 26
Slide notes:
Text Captions: Select Browse.
Slide 27
Slide notes:
Text Captions: Select the ExportFile.

Slide 28
Slide notes:
Text Captions: Select Open.
Slide 31
Slide notes:
Text Captions: Select the course materials you want to import.

Slide 32
Slide notes:
Slide 33
Slide notes:
Text Captions: Click Submit.

Slide 34
Slide notes:
Text Captions: Select OK.
Slide 35
Slide notes:

Slide 36
Slide notes:
Text Captions: You have completed the export/import process for your course materials.
For further assistance, contact the VITRC at (248) 204-3750 or vitrc@ltu.edu.

Slide notes: