

## **Exporting, Importing, and Copying Courses in Blackboard**

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*The Export Course function creates a "package" of the course content that can later be imported into Blackboard and used to teach another course with the same content. The export/import function is best used when the course will be taught in a future semester that is not currently listed within Blackboard.*

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*After you have exported your course and saved the file to your hard drive you can then import the whole course package, or selected parts of the course using Blackboard's Import Package function.*

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*Blackboard's Copy function allows you to upload all or sections of your current course into the course you are teaching in the next academic semester.*

# Using Blackboard's Export Course Function

## Overview

The Export Course function creates a package of the course content that can later be imported into Blackboard and used to teach another course with the same content. The export/import function is best used when the course will be taught in a future semester that is not currently listed within Blackboard.

Within the 8 week timeframe after your course ends, you can “**preserve**” your course content by using the **Export Course function** within Blackboard. Similarly, use **Blackboard's Import Package function to upload all or sections of your course into a future course that may NOT fall within the one-year time frame.**

**The Export Course function does not include any user interactions with the course—it only includes the content of the Course. Therefore, Export Course is useful when course materials will be reused at a later time to teach a new set of Students.** Export packages are downloaded as compressed .ZIP files and can be imported into *Blackboard Learning System* in the same format. Do not unzip an Export package or remove files from the package, otherwise the package will not be imported correctly.

**NOTE: LTU is currently experiencing some issues when exporting the Assignment Manager function in Blackboard. Assignment Manager items selected during the export process will not copy over properly. Please be prepared to re-create all assignments within the Assignment Manager of the new course by retaining copies of all assignments from the old course.**

To open the Export Course page, click **Export Course** in Course Options on the Course Control Panel.

The screenshot shows the Blackboard interface for a course. At the top, there is a navigation bar with tabs for myLTU, Courses, Organizations, BannerWeb, Student Services, University Calendar, and Announcements. Below this, a breadcrumb trail reads COURSES > PAULA'S TEST COURSE > CONTROL PANEL. The main header identifies the course as TESTCOURSE3: Paula's Test Course - Paula Nranian (Instructor). The interface is divided into several sections:

- Content Areas:** Includes links for Syllabus, Course Documents, Assignments, External Links, MidTermEval, Course Information, and Books.
- Course Tools:** Includes links for Announcements, Course Calendar, Staff Information, Tasks, Send Email, Discussion Board, Collaboration, Digital Dropbox, Manage Chalk Title, Discussion Grader, Advanced Group Management, and Safe Assignments.
- Course Options:** Includes links for Manage Course Menu, Manage Tools, Recycle Course, Settings, Import Course Cartridge, Import Package, **Export Course** (circled in red), and Course Copy.
- User Management:** Includes links for List / Modify Users and Manage Groups.
- Assessment:** Includes links for Test Manager, Survey Manager, Pool Manager, Gradebook, Gradebook Views, and Course Statistics.
- Help:** Includes links for Support, Manual, and Contact System Administrator.

## Exporting a Course

Under Select Course Materials – **click the box (s) of the content materials you wish to “preserve.”** Refer to the table below for a detailed list of items that are copied when you select various areas. Click **Submit**.

**1 Select a Course**  
Source Course ID: testcourse3

**2 Select Course Materials**  
Select materials to include in the export package. For a package to serve as an exact record, including user records, use Archive instead of Export.

- Content**
  - Syllabus
  - Course Documents
  - Assignments
  - External Links
  - MidTermEval
  - Course Information
  - Books
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Glossary
- Gradebook Items and Settings
- Group Settings
- Settings
- Staff Information
- Tasks
- Tests, Surveys, and Pools

**3 Submit**  
Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

### Select course materials

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

Course Material	Behavior when copied
<b>Content</b>	Exports course materials, including uploaded files, Learning Units, and links. Users may also select to include Course Information, Course documents, Assignments and External Links.
<b>Announcements</b>	All Announcements are exported. If Assessment links appear in Content Areas, then this option must be selected, or the link to the Assessment will be broken.
<b>Tests, Surveys, and Pools</b>	All Assessments and Surveys, including questions and options for deploying them are imported. All Pools are exported to the new course.
<b>Calendar</b>	All Calendar items are exported to the new course.
<b>Course Settings</b>	Some Course Settings will be exported. See Course Setting below for more information.
<b>Discussion Board</b>	Discussion Board forums, including the initial message in the Discussion Board, are exported.
<b>Gradebook Items and Settings</b>	Items in the Gradebook, and their settings, such as type, categories, and display options, are exported.
<b>Group Settings</b>	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names.
<b>Staff Information</b>	All Staff Information is exported.

## A receipt page will appear to confirm your course export.

myLTU Courses Organizations BannerWeb Student Services University Calendar Announcements Home Help Logout

COURSES > PAULA'S TEST COURSE > CONTROL PANEL > EXPORT COURSE

### Export Course

**Receipt**  
Click the right mouse button and select **Save As**  
Or click on the link above to download the package file

Export Log:  
2005-12-16 01:02:37 - Status: The operation export has completed.

[View Details](#)

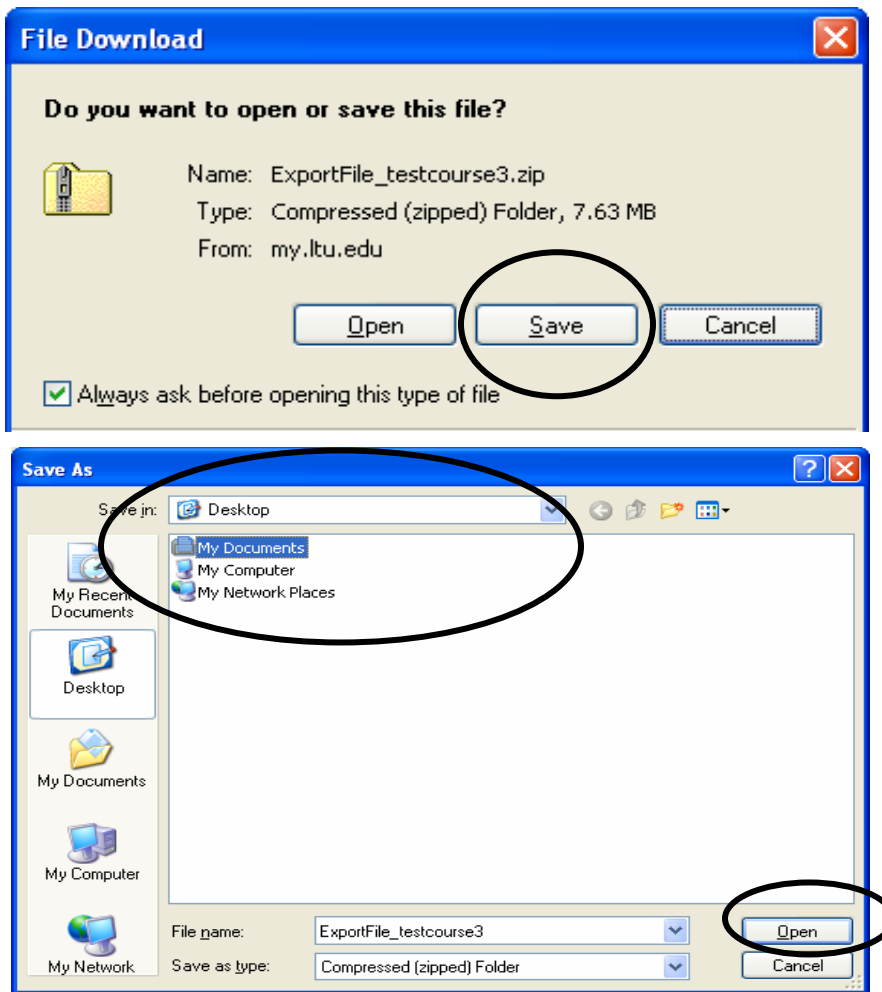
Friday, December 16, 2005 1:02:37 PM EST

The exported course or "package" **must be downloaded from this page and saved to the local computer.**

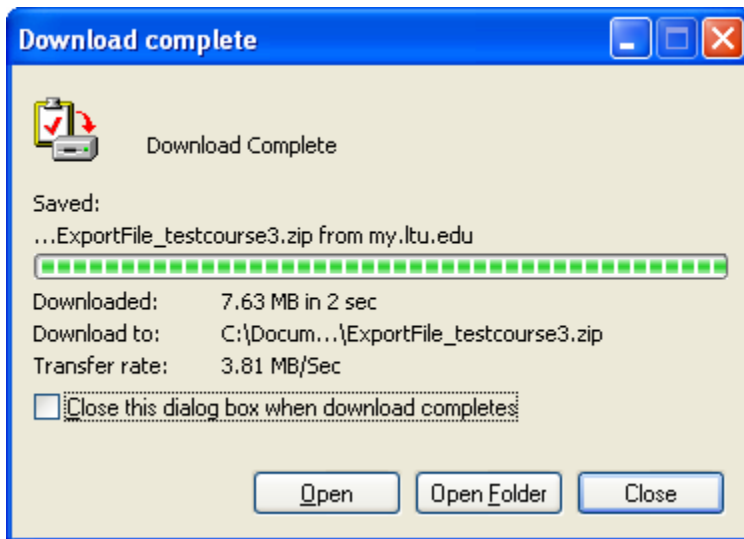
**NOTE:** The preserved package will not be stored in the Blackboard file system! If the package is not downloaded from this page it will be lost, and then you must go through the export operation again!

Select "**click on the link above to download the package file**" to save the file.

Click **Save** on the File Download dialogue box. This will open a **Save As** box. Select where you want the file saved and click **Open**.



The file is now downloaded on your hard drive.



### Course Settings

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

- Course Name
- Course Description
- Course Entry Point
- Course Design
- Course Banner
- Blackboard Tools
- System Extension Tools
- Content Tools

**The following settings are not exported as part of this operation (including Assignment Manager:)**

- Course Availability
- Guest Access
- Observer Access
- Course Duration
- Enrollment Options

Reference: [http://www.blackboard.com/docs/r6/6\\_1/instructor/bbbs\\_r6\\_1\\_instructor/](http://www.blackboard.com/docs/r6/6_1/instructor/bbbs_r6_1_instructor/)

## Using Blackboard's Import Function

### Overview

After you have exported your course and saved the file to your hard drive you can then import the whole course package, or selected parts of the course using Blackboard's Import Package function.

Export packages are useful for storing content that may be used to teach the same course to different students at a later time.

NOTE: Never upload an Exported Course package that has been modified since it was created and downloaded. Opening the .ZIP file and changing any of the files in the Exported Course package will result in unstable and unpredictable behavior when the course is imported.

To begin, click **Import Package in Course Options in the Course Control Panel.**

TESTCOURSE3: Paula's Test Course -

Content Areas	
<a href="#">Syllabus</a>	<a href="#">MidTermEval</a>
<a href="#">Course Documents</a>	<a href="#">Course Information</a>
<a href="#">Assignments</a>	<a href="#">Books</a>
<a href="#">External Links</a>	

Course Tools	
<a href="#">Announcements</a>	<a href="#">Collaboration</a>
<a href="#">Course Calendar</a>	<a href="#">Digital Dropbox</a>
<a href="#">Staff Information</a>	<a href="#">Manage Chalk Title</a>
<a href="#">Tasks</a>	<a href="#">Discussion Grader</a>
<a href="#">Send Email</a>	<a href="#">Advanced Group Management</a>
<a href="#">Discussion Board</a>	<a href="#">Safe Assignments</a>

Course Options	
<a href="#">Manage Course Menu</a>	<a href="#">Import Course Cartridge</a>
<a href="#">Manage Tools</a>	<a href="#">Import Package</a>
<a href="#">Recycle Course</a>	<a href="#">Export Course</a>
<a href="#">Settings</a>	<a href="#">Course Copy</a>

User Management
<a href="#">List / Modify U</a>
<a href="#">Manage Group</a>

Assessment
<a href="#">Test Manager</a>
<a href="#">Survey Manag</a>
<a href="#">Pool Manager</a>

Help
<a href="#">Support</a>
<a href="#">Manual</a>
<a href="#">Contact System</a>

**(1) Select a Course** - Select the course you wish to insert the import into. You will view a pull-down menu if you are teaching more than one course.

**(2) Select a Package** - Click the Browse button, to search and select the appropriate Export file.

**(3) Select Course Materials** - Select the option for each content area and tool in the course that you wish to import.

**Note:** The table on the next page details what happens to each selectable option when the import is performed.

**(4) Submit** - Click the Submit button.

**NOTE: Be patient!** Large files may take some time, **do not click the Submit button repeatedly.** Allow time for the import process to finish before attempting to import again.

The screenshot shows a web interface for importing a course. It is divided into four numbered sections:

- 1 Select a Course**: Destination Course ID: testcourse3
- 2 Select a Package**: Includes a text box with the path "C:\Documents and Settings\nranian\Desktop\Expoi" and a "Browse..." button. A black oval highlights this section.
- 3 Select Course Materials**: A list of checkboxes for course components: Content (checked), Announcements, Calendar, Collaboration Sessions, Discussion Board (checked), Glossary, Gradebook Items and Settings, Group Settings, Settings, Staff Information (checked), Tasks, and Tests, Surveys, and Pools (checked).
- 4 Submit**: Includes the text "Click **Submit** to finish. Click **Cancel** to quit." and two buttons: "Cancel" and "Submit". A black oval highlights the "Submit" button.

A receipt page will appear to confirm your course import.

The receipt page shows the following information:

- Navigation path: COURSES > PAULA'S TEST COURSE > CONTROL PANEL > IMPORT PACKAGE
- Section: **Import Course**
- Section: **Receipt**
- Text: Import Log:
- Log entry: 2005-12-18 10:12:30 - Status: The operation import has completed.
- Link: [View Details](#)
- Timestamp: Sunday, December 18, 2005 10:12:30 PM EST
- Button: "OK"

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

<b>Course Material</b>	<b>Behavior when copied</b>
<b>Content</b>	Imports course materials, including the following, from the package: <ul style="list-style-type: none"> <li><input type="checkbox"/> Uploaded files</li> <li><input type="checkbox"/> Learning Units</li> <li><input type="checkbox"/> Links</li> <li><input type="checkbox"/> Course Information</li> <li><input type="checkbox"/> Course Documents</li> <li><input type="checkbox"/> Assignments</li> <li><input type="checkbox"/> External Links</li> <li><input type="checkbox"/> System Extension content</li> </ul>
<b>Announcements</b>	All Announcements are imported. If Assessment links appear in Content Areas, then this option must be selected, or the link to the Assessment will be broken.
<b>Tests, Surveys, and Pools</b>	All Assessments and Surveys, including questions and options for deploying them are imported. All Pools are imported to the new course.
<b>Calendar</b>	All Calendar items are imported to the new course.
<b>Course Settings</b>	Some Course Settings will be imported. See <a href="#">Course Setting</a> below for more information.
<b>Discussion Board</b>	Discussion Board forums, including the initial message in the Discussion Board, are imported.
<b>Gradebook Items and Settings</b>	Items in the Gradebook, and their settings, such as type, categories, and display options, are imported.
<b>Group Settings</b>	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names.
<b>Staff Information</b>	All Staff Information is imported.

### Course Settings

When **Course Settings** is selected, certain settings are imported to the course. These include the following:

- Course Name
- Course Description
- Course Entry Point
- Course Design
- Course Banner
- Blackboard Tools settings that do not exist are added. Existing settings are not overwritten.
- System Extension Tools settings that do not exist are added. Existing settings are not overwritten.
- Content Tools settings that do not exist are added. Existing settings are not overwritten.

The following settings are not imported as part of this operation:

- Course ID
- Course Availability
- Guest Access
- Observer Access
- Course Duration
- Enrollment Options

Reference: [http://www.blackboard.com/docs/r6/6\\_1/instructor/bbbs\\_r6\\_1\\_instructor/](http://www.blackboard.com/docs/r6/6_1/instructor/bbbs_r6_1_instructor/)

# Using Blackboard's Course Copy Function

## Overview

Blackboard's Copy function allows you to upload all or sections of your current course into the course you are teaching in the next academic semester. You can copy selected course materials in an existing course and share content across several courses without having to recreate the content in each course.

The Course Copy function can be completed in a few simple steps.

Click **Course Copy** within Course Options in your Control Panel.

COURSES > PAULA'S TEST COURSE > CONTROL PANEL

TESTCOURSE3: Paula's Test Course - Paula Nranian (Instructor)

<b>Content Areas</b>	<a href="#">Syllabus</a>	<a href="#">MidTermEval</a>
	<a href="#">Course Documents</a>	<a href="#">Course Information</a>
	<a href="#">Assignments</a>	<a href="#">Books</a>
	<a href="#">External Links</a>	

<b>Course Tools</b>	<a href="#">Announcements</a>	<a href="#">Collaboration</a>
	<a href="#">Course Calendar</a>	<a href="#">Digital Dropbox</a>
	<a href="#">Staff Information</a>	<a href="#">Manage Chalk Title</a>
	<a href="#">Tasks</a>	<a href="#">Discussion Grader</a>
	<a href="#">Send Email</a>	<a href="#">Advanced Group Management</a>
	<a href="#">Discussion Board</a>	<a href="#">Safe Assignments</a>

<b>Course Options</b>	<a href="#">Manage Course Menu</a>	<a href="#">Import Course Cartridge</a>
	<a href="#">Manage Tools</a>	<a href="#">Import Package</a>
	<a href="#">Recycle Course</a>	<a href="#">Export Course</a>
	<a href="#">Settings</a>	<a href="#">Course Copy</a>

<b>User Management</b>	<a href="#">List / Modify Users</a>
	<a href="#">Manage Groups</a>

<b>Assessment</b>	<a href="#">Test Manager</a>	<a href="#">Gradebook</a>
	<a href="#">Survey Manager</a>	<a href="#">Gradebook Views</a>
	<a href="#">Pool Manager</a>	<a href="#">Course Statistics</a>

<b>Help</b>	<a href="#">Support</a>
	<a href="#">Manual</a>
	<a href="#">Contact System Administrator</a>

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Click on the **Copy Course Materials into an Existing Course** link

COURSES > PAULA'S TEST COURSE > CONTROL PANEL > COURSE COPY

**Copy Course**

[Copy Course Materials into an Existing Course](#)

OK

**Note:** Instructors can only copy materials into a course where the Instructor has a role of Instructor or Teaching Assistant.

(1) **Select a Course** – Click **Browse** button.

COURSES > PAULA'S TEST COURSE > CONTROL PANEL > COURSE COPY > COPY COURSE MATERIALS INTO AN EXISTING COURSE

**Copy Course Materials into an Existing Course**

Appropriate privileges are needed to copy materials to a destination.

**1 Select a Course**

Destination Course ID:  **Browse**

**2 Select Course Materials**

Content

Syllabus

In the **Search for Courses** box – key in your Blackboard User ID (your first initials of your first and last name followed by your nine-digit Banner ID number.)

Make sure the **Instructor's** radio box is selected and then click the **Search** button.

Search by:  Course ID  **Instructor**  Title/Description  
pn123456789 Search  
Created in Last:  All Courses  Month  Day

A listing of your courses will appear – click the **Select** button (on far right side of screen) of the Destination Course you wish to copy your material into.

Search by:  Course ID  Instructor  Title/Description  
Created in Last:  All Courses  Month  Day

Course ID	Course Name
StudentBlackboardOrientation	Student Blackboard Orientation
testcourse3	Paula's Test Course
testcourse6	Cartridge Test Course

**(2) Select Course Materials** – Click all or select items to copy into your Destination Course.

myLTU Courses Organizations BannerWeb Student Services University Calendar Announcements

Select a Course  
Destination Course ID: testcourse6 Browse

**Select Course Materials**

- Content
  - Syllabus
  - Course Documents
  - Assignments
  - External Links
  - MidTermEval
  - Course Information
  - Books
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Glossary
- Gradebook Items and Settings
- Group Settings
- Settings
- Staff Information
- Tasks
- Tests, Surveys, and Pools

**(3) Enrollments – NOTE: Skip this section!** By checking this, you will only be using a portion of your course quota needlessly. All enrollments are administered through Banner.

**Enrollments**  
 Enrollments  
Copy enrollments for all users in the course. This option does not copy user records in the course, such as grades. User records are only copied with Exact Copy.

**Submit**  
Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

**(4) Submit** - Click **Submit** button.

A receipt will appear to confirm your course copy actions. Click **OK**.

**Course Copy**

This course copy action has been successfully queued. A Cartridges. To avoid conflicts, the Course Cartridge cont

Monday, December 19, 2005 3:50:13 PM EST

Reference: [http://www.blackboard.com/docs/r6/6\\_1/instructor/bbbs\\_r6\\_1\\_instructor/](http://www.blackboard.com/docs/r6/6_1/instructor/bbbs_r6_1_instructor/)