



BLACKBOARD: EXPORTING A CLASS - STEP BY STEP INSTRUCTIONS

The first step when trying to create a backup **Export** for archiving or for importation into another term is to find **the Course Management** section located at the bottom of your left Course Menu. You will then move down to the **Packages and Utilities** (Fig. 1) section and click on the arrow indicator (Fig. 2) to open the sub-menu.

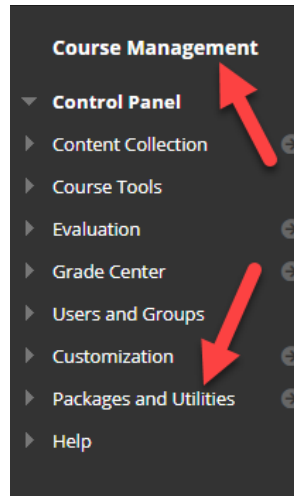


Figure 1

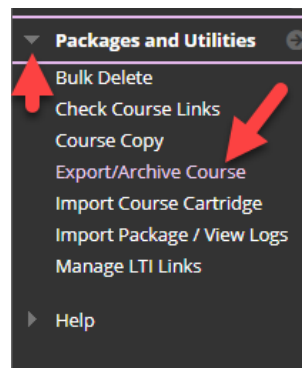


Figure 2

Choose the **Export/Archive Course** link to proceed to the next menu in which you will select what sections will be copied (Figure 3).

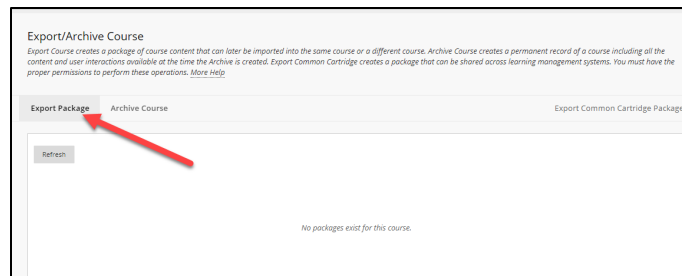


Figure 3

Once you have moved to the selection screen, you will leave the 2 default radio button selections (Figure 4) for **File Attachments** as they are and then select the **Select All** button under **Select Course Materials** to highlight the course contents (Figure 5). Be sure to deselect **Announcements** and **Discussions** should be set to only include the forums, with no starter posts.

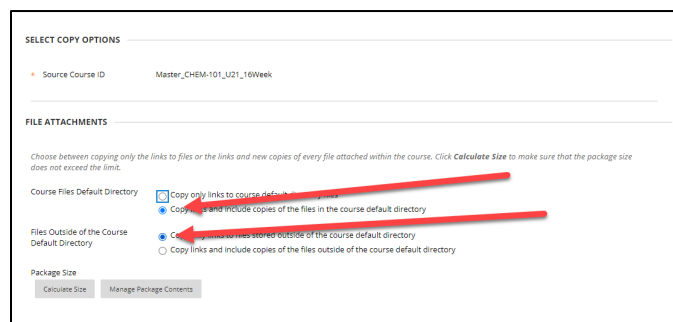


Figure 4

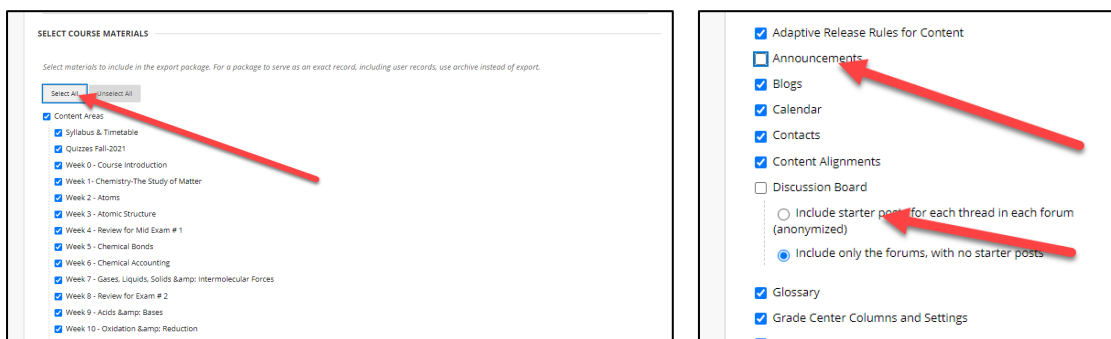


Figure 5



Next, you will proceed to select the **Submit Button** on the bottom right-hand side of the browser window (Figure 6).



Figure 6

From this point on, you will see a message in the upper banner portion that explains how the **Export (Class Copy)** is now in the queue to be completed (Figure 7).

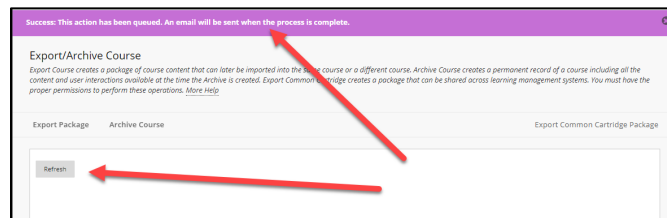


Figure 7

Once this process is complete, you will be able to refresh the screen and after a few minutes, the course copy will be available for downloading (Figure 8).

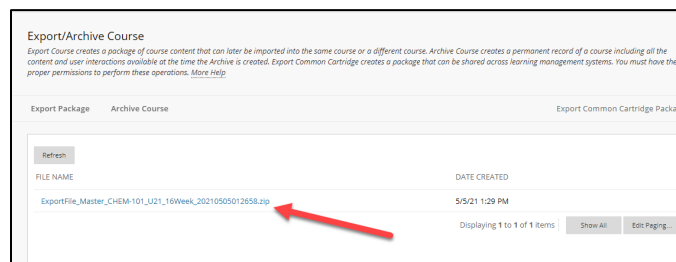


Figure 8

When the **Export** is ready, you will click on the .zip title name and choose **Open**. This will begin the downloading process to your default directory (Figure 9).

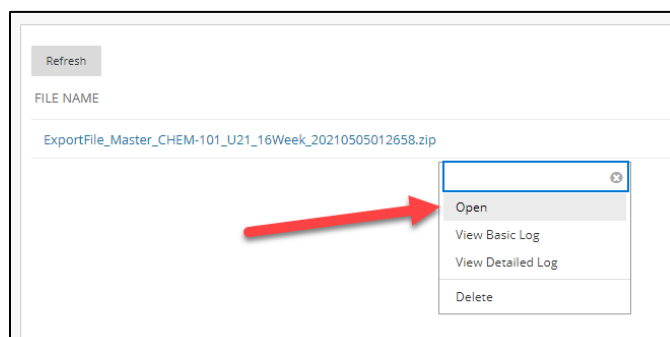


Figure 9



Once the download is complete, you will notice the file is docked on the bottom **status bar** of the **Chrome** browser (Figure 10).

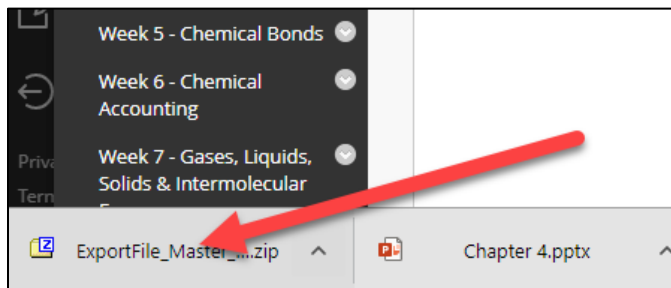


Figure 10

This file will be in your default **Downloads** folder and can be moved like any other file (Figure 11). Unzipping or extracting the files will not allow any course alterations to be completed. This must be completed within the Blackboard interface before choosing to export.



Figure 11

You are now free to copy and place the zip archive anywhere you store files.



Importing a class back into your Blackboard class is a reverse of the process of exporting. What needs to be noted in this process, is that you have the option to only import certain sections, discussions, and content during the import process. We left off with the Exported course downloaded ready to be archived. (Figure 13)

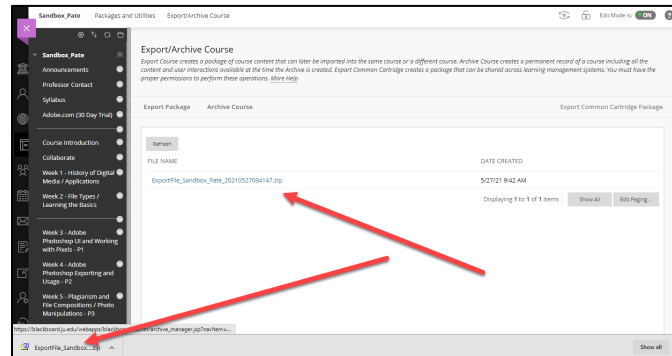


Figure 13

The first step in the import process is to select the **Package and Utilities** section located on the left-hand side **Course Menu** under **Course Management**. (Figure 14)

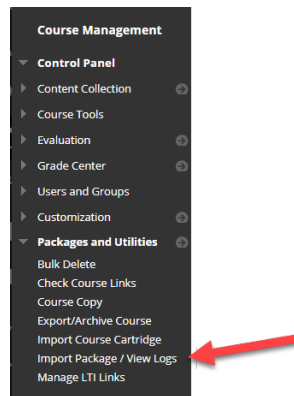


Figure 14

Once you have selected **Import Package / View Logs** you can now select your file for import. Click on **Import Package**. (Figure 15)

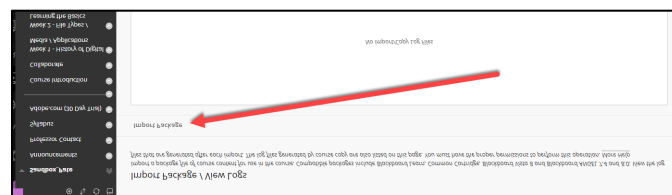


Figure 15



Choose **Browse** and select your file for import. **(Figure 16)**

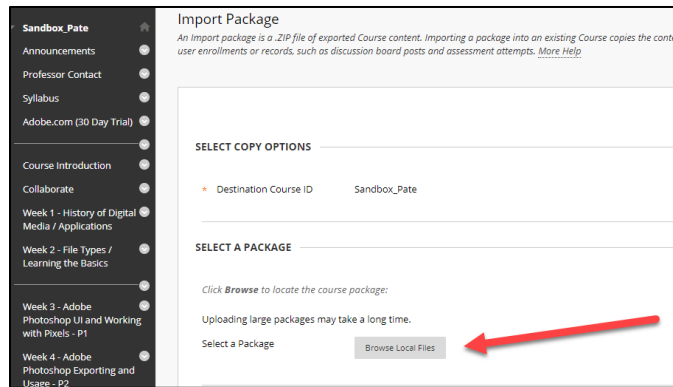


Figure 16

Once the file is selected, choose **Open**, you are ready to see what the Exported class has archived for importing. **(Figure 17)** If you are only bringing in certain features it is vital to select only what is needed, otherwise, the entire class export should be brought into the course shell. **(Figure 18)**

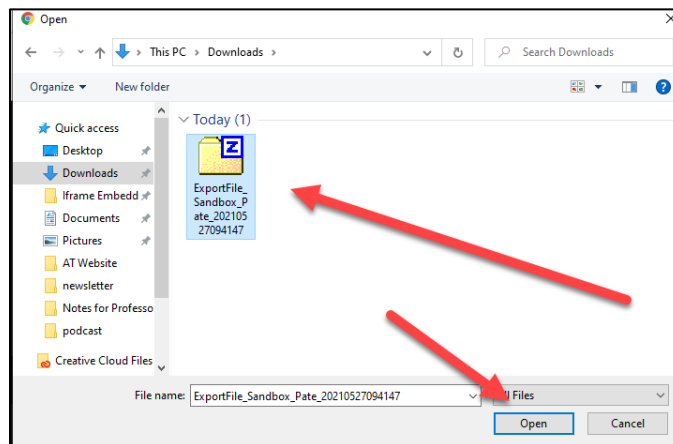


Figure 17

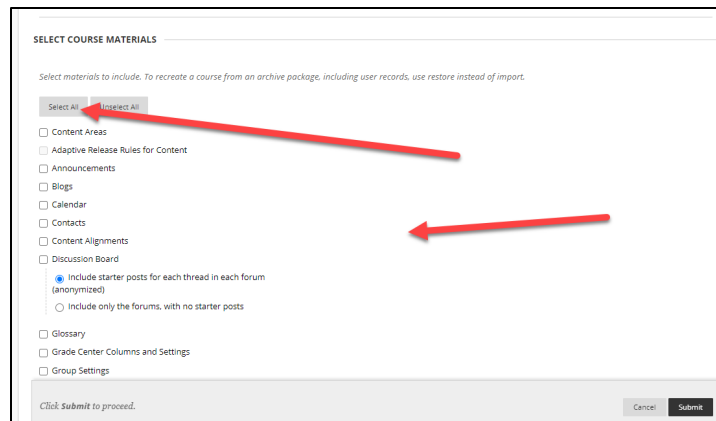


Figure 18

Now, that the content has been selected, you will select **Submit** to begin the importing of the content. This usually takes a few minutes. Once you refresh the page, your course content should be loaded and appearing on the left **Course Menu**.

Notes:

If you have developed course materials in Blackboard in a previous semester, you may want to move them into a current course by copying or exporting, then importing.

Importing into a built course will **ADD**, not replace content in the destination course, so some cleanup may be required after the copy completes to get rid of duplicated or unwanted **Course Menu** items.