

## EXPORTING AND IMPORTING CONTENT MOVING CONTENT BETWEEN SEMESTERS OR SECTIONS

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To move, or copy, all content from one Blackboard course into another Blackboard course due to a new semester or multiple sections of the same course, please follow the process below.

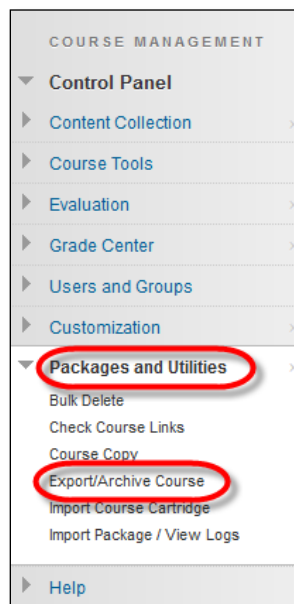
### STEP 1: EXPORTING CONTENT FROM EXISTING COURSE

Begin by exporting the content from your existing course that contains your content. The export course feature creates a package of the course content that you can import and use to teach another course with the same content.

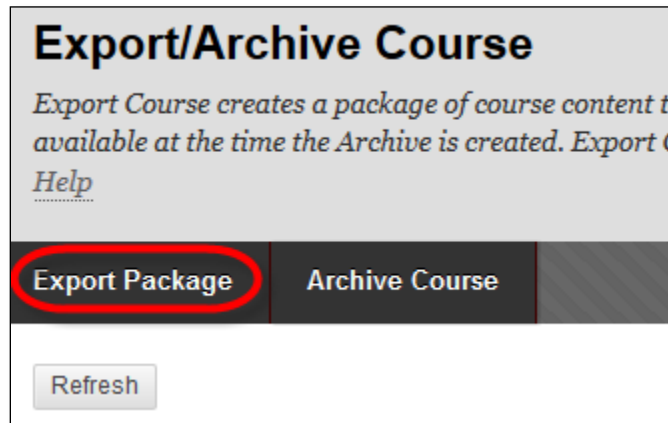


**Note:** Files within the course **Content Collection** that are not used in the course or not linked in the course are not included when exporting. Please contact ITSC for information on how to move content and include these files. Examples: Camtasia videos, iSpring PowerPoints, webpages.

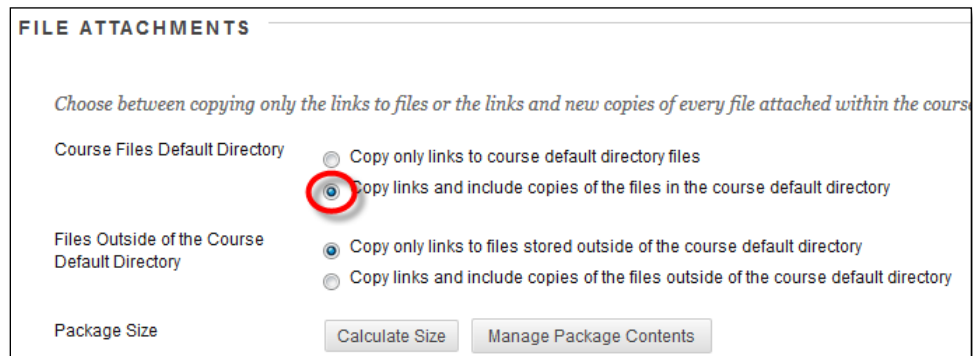
- A. Access your **course with content in it** (old course)
- B. On the **Control Panel** go to the **Packages and Utilities** section and click **Export/Archive Course**.



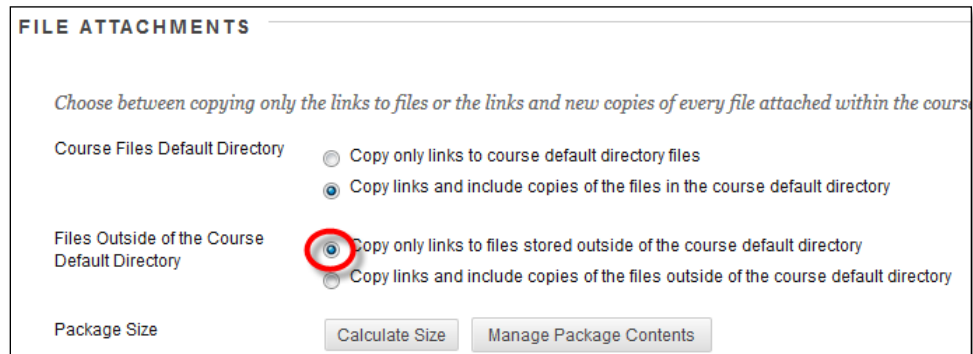
- C. On the **Export/Archive Course** page, click **Export Package** on the action bar.



- D. On the **Export Course** page, select the option to “Copy links and include copies of the files in the course default directory.”



- E. Select the option to “Copy only links to files stored outside of the course default directory.”



- F. Click **Calculate Size** to be sure that the package size does not exceed the allowed package size for importing into another course (250 MB). **Write this number down. You will need to compare this file size to the downloaded export file size.**

**FILE ATTACHMENTS**

*Choose between copying only the links to files or the links and new copies of every file attached within the course*

Course Files Default Directory  Copy only links to course default directory files  
 Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory  Copy only links to files stored outside of the course default directory  
 Copy links and include copies of the files outside of the course default directory

Package Size **Calculate Size** Manage Package Contents



**Note:** If the calculated course size is **larger than 250 MB**, contact an instructional designer or someone who is part of Blackboard support to assist you in moving the course.

**FILE ATTACHMENTS**

*Choose between copying only the links to files or the links and new copies of every file attached within the course*

Course Files Default Directory  Copy only links to course default directory files  
 Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory  Copy only links to files stored outside of the course default directory  
 Copy links and include copies of the files outside of the course default directory

Package Size Allowed package size: 1 GB **12.2 MB** Manage Package Contents

Write this number down so you can compare the size to the downloaded export file size, which should be relatively the same size.

**Optional:** To remove files and folders from the package (such as files no longer in use), click *Manage Package Contents*.

Manage Package

Location: DEV\_TRAIN\_0001 Current size of Course Package: **155.7 KB** (Maximum size allowed: 1 GB) Available Quota: **Unlimited**

Type	Name	Versions	Last Modified	Size
<input type="checkbox"/>	14FSYLHIST_1301.DOCX	Off	Jul 25, 2014 9:48:36 AM	145.7 KB
<input type="checkbox"/>	banner_bb_recommend.png	Off	Jul 10, 2014 1:49:44 PM	2.99 KB
<input type="checkbox"/>	Slide1.PNG	Off	Jul 10, 2014 1:44:02 PM	7.0 KB

Removed Files: 0  **Select the Check box to the left of the file name to remove it from the export file.** Displaying 1 to 3 of 3 items Show All Edit Paging... Cancel Submit

- G. In the **Select Course Materials** section, select the **Select All** button, and change the Discussion Board option to “**Include only the forums, with no starter posts.**”  
If there is a Tool that you do not want moved into your new course, uncheck the checkbox for that Tool.

*Note: Not all checkboxes may be selected. Some settings are automatically set by the registrar’s office (i.e. course availability dates, duration, enrollment, etc.).*

**SELECT COURSE MATERIALS**

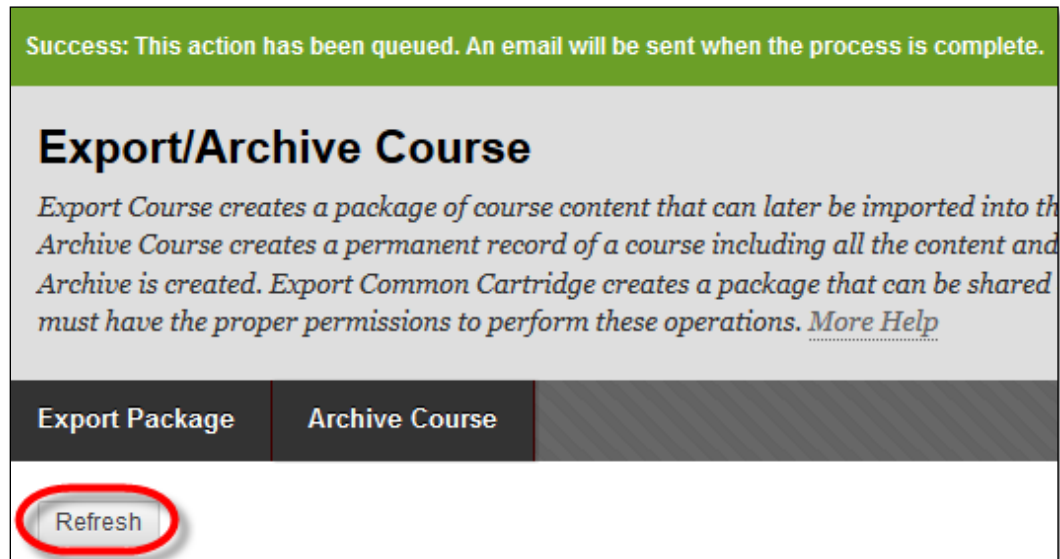
Select materials to include in the export package. For a package to serve a

Select All  Unselect All

- Content Areas
  - Home Page
  - Information
  - Content
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Content Alignments
- Discussion Board
  - Include starter posts for each thread in each forum (anonymized)
  - Include only the forums, with no starter posts
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
  - Banner Image
  - Course Guest Access
  - Course Observer Access
  - Language Pack
  - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

- H. Click **Submit**.

- I. You will be returned to the **Export/Archive Course** page. A **green banner** will appear at the top of the page. When you receive an email in your WTAMU Outlook account that archive file is complete, click **Refresh**.



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

## Export/Archive Course

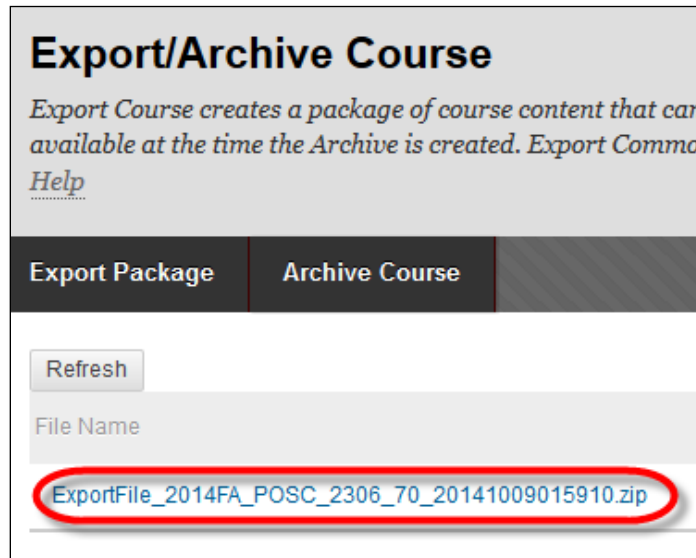
*Export Course creates a package of course content that can later be imported into the Archive Course creates a permanent record of a course including all the content and Archive is created. Export Common Cartridge creates a package that can be shared must have the proper permissions to perform these operations. [More Help](#)*

Export Package    Archive Course

Refresh

*Note: Do not work on this course while the Export file processes. You may work on **other** courses while the Export file processes.*

- J. On the Export/Archive Course page, the Export file will appear in the list. Click the link for the Zip file.



## Export/Archive Course

*Export Course creates a package of course content that can available at the time the Archive is created. Export Common Help*

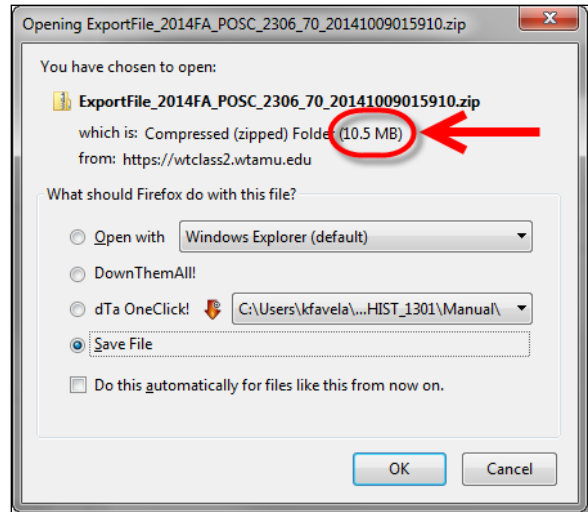
Export Package    Archive Course

Refresh

File Name

[ExportFile\\_2014FA\\_POSC\\_2306\\_70\\_20141009015910.zip](#)

- K. You will be prompted to save the .zip file to your computer.
- Look at the file size.** It should be approximately the same size displayed earlier when you used the calculate size button.
  - If the file is significantly smaller (10MB or more) than the calculated size, a different export method will be used to move your content to ensure all content is being included in the file. Contact an instructional designer or a member of Blackboard support.



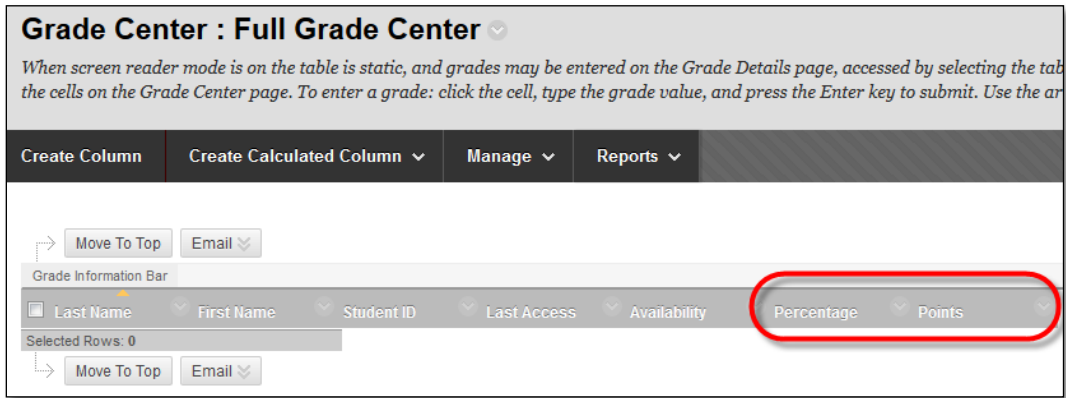
**Is the Exported file you are saving significantly smaller than the Calculated size?**

Contact an Instructional Designer for help moving your content to ensure all content is being included in the file.

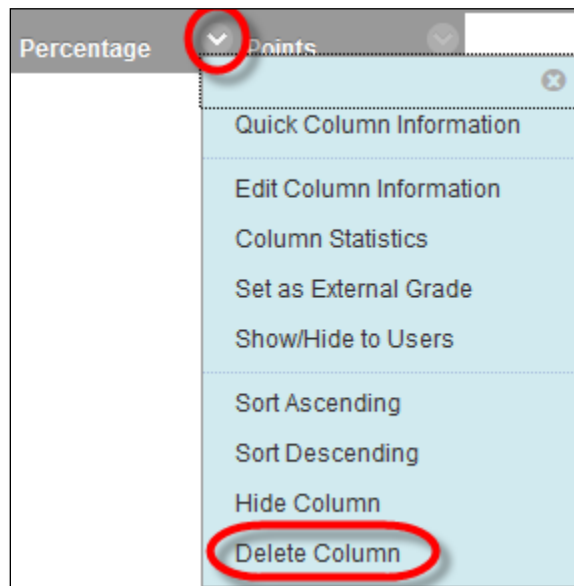
- L. **Save** the file. You may want to save the file to your desktop or a folder on your computer. You will need this file to import the content into your new course. (**DO NOT open the downloaded .zip file. If opened, the package should not be imported.**)

## STEP 2: PREPARE THE NEW COURSE: DELETE EXTRA GRADE CENTER ITEMS

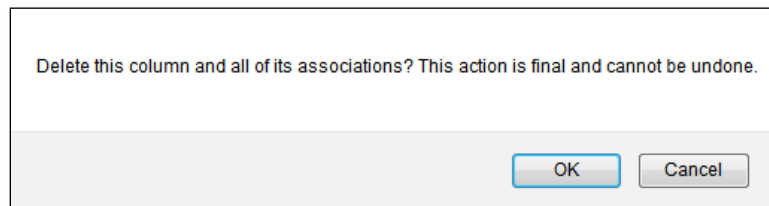
All new courses have default total columns labeled “Points” and “Percentage” in the Grade Center. When content is added to this, duplicate are created. **Delete** both the “**Points**” column and “**Percentage**” column.



- A. Select the **contextual dropdown menu** for the “Percentage” column.
- B. Select **Delete Column**.



- C. Select **OK**.

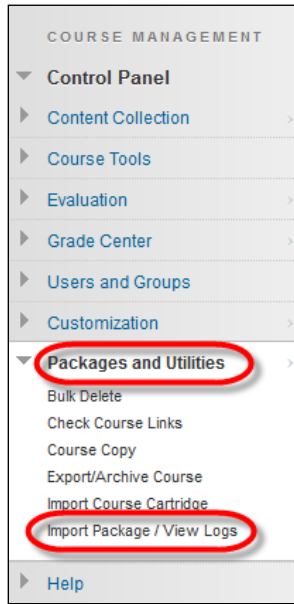


- D. **Repeat** steps A-C for the “Points” column.

### STEP 3: IMPORTING CONTENT INTO THE NEW COURSE

A course import package is a ZIP file of exported course content. Importing a course package into an existing course copies the content of the package into the existing course. Import packages do not include student information or data, such as discussion board posts and assessment attempts.

- A. Go to your new (empty) course. Go to the **Control Panel > Packages and Utilities > Import Package/View Logs**.



- B. In the action bar, select **Import Package**.





- C. In the Select a Package section, select the **Browse My Computer** button.

**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

**SELECT COPY OPTIONS**

✧ Destination Course ID DEV\_TRAIN\_0001

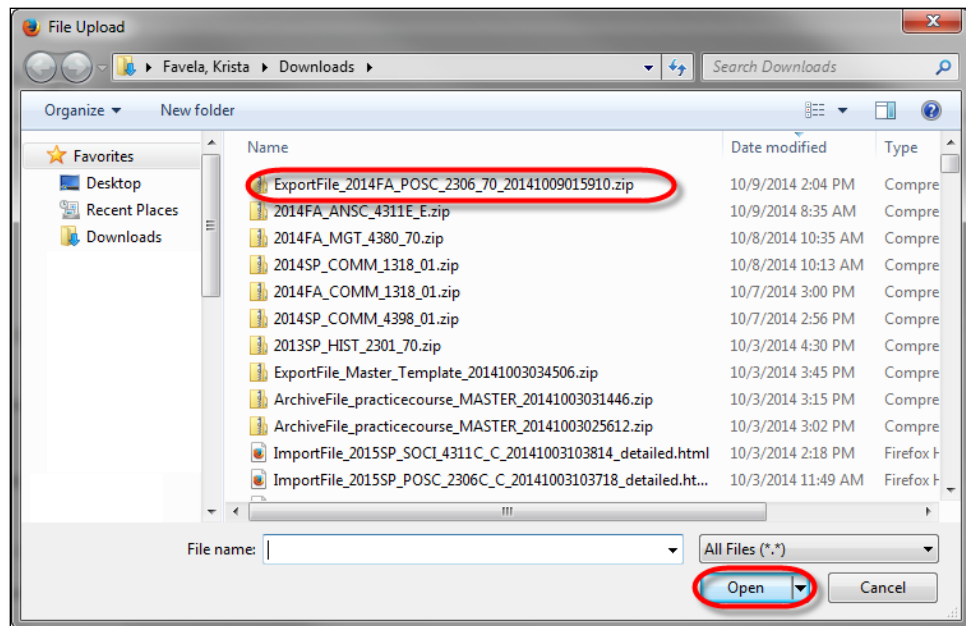
**SELECT A PACKAGE**

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

Uploading large packages may take a long time.

✧ Select a Package

- D. **Select and Open** the previously saved file



- E. Select the **Select All** button, change the setting under Discussion Board to **Include only the forums, with no starter posts**.

**SELECT COURSE MATERIALS**

Select materials to include. To recreate a course from an archive package, include the following materials.

- Content Areas
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Content Alignments
- Discussion Board
  - Include starter posts for each thread in each forum (anonymized)
  - Include only the forums, with no starter posts
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
  - Banner Image
  - Course Guest Access
  - Course Observer Access
  - Language Pack
  - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

F. Click **Submit**.

G. When you receive an email that the Import process has been completed, you may begin editing your content.



*Note:* Content may begin to appear before you receive an email. Until you receive an email the system may still be processing your content. **Do not re-import your file** or you will have imported the content twice.



#### **What if not all my content appears?**

If your course is missing content or no content appears, log out of Blackboard, and wait 15 minutes before returning. If content is still missing contact the Help Desk or an Instructional Designer.

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## CLEAN-UP SUGGESTIONS

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Old content such as discussion posts, and announcements may have copied over from the original course and should be deleted from the new course.

- If you have re-named the “Lessons” area, delete the default Lessons area that is currently empty, and move your designated Content area into the appropriate location. (See below)
- Delete any additional Divider lines that may have appeared during the move. (see below)
- Delete old Announcements (May be done through the Export/Import process)
- Delete old Discussion posts (May be done through the Export/Import process)
- Update Due Date on Tests
- Update Due Dates on Assignments
- Update Opening/Closing Dates on Content
- Replace Files

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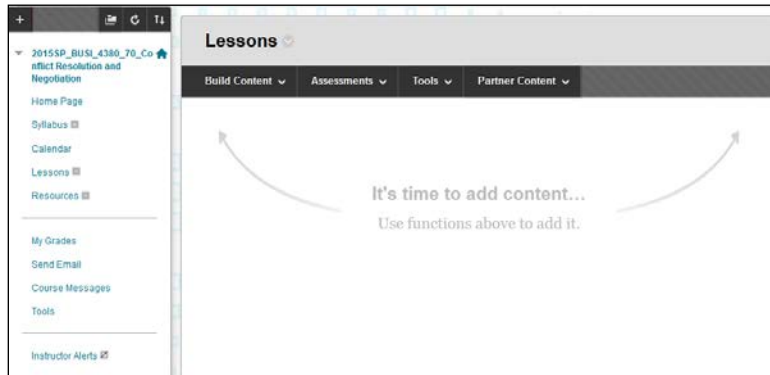
### DO NOT PERFORM AN IMPORT MULTIPLE TIMES.

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If you experience a problem while exporting or importing your course, contact the Help Desk or an Instructional Designer.

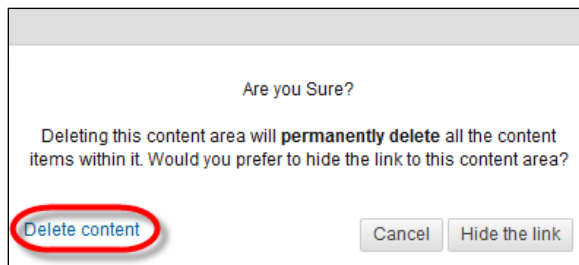
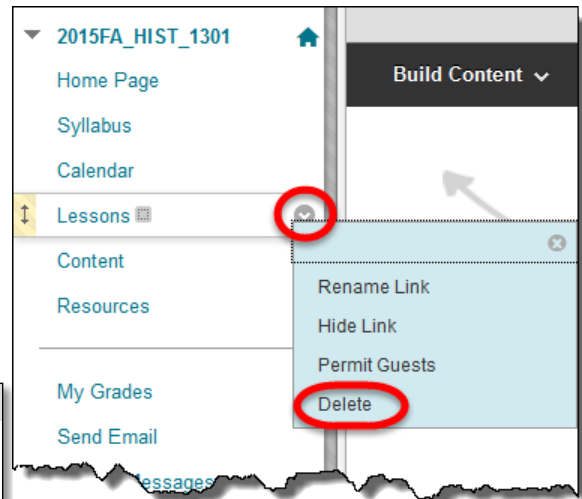
## DELETING “LESSONS” AREA WHEN USING A DIFFERENTLY TITLED CONTENT AREA

1. Verify that no content exists in the Lessons area. This can be determined by clicking on the Lessons area in the course menu, and seeing “It’s time to add content...”



2. Select the **contextual dropdown menu** for the Lessons area.
3. Select **Delete**.
4. In the confirmation window, select **Delete content**.

*Note: If you delete a content area, all content within this area will also be deleted. Make sure you are deleting the course menu items of your empty course.*



## DELETING EXTRA DIVIDER LINES

Extra Divider lines may have appeared at the bottom of your course menu. Delete these extra lines to not confuse students that they may be missing content between these lines.

1. Select the **contextual dropdown menu** for the Lessons area.
2. Select **Delete**.
3. In the confirmation window, select **Delete content**.

