



Blackboard Quick Reference Guide

Copying Content with Export/Import


As an alternative to the course copy command, you can export your course content to a zipped file, then import it into the new course.

Exporting Course Content


- Step 1:** In the Control Panel for the course that contains the content, click **Export Course**.
- Step 2:** Click  **Export**.
- Step 3:** Select the items you wish to include in the export (select all – **except Enrollments** – to play it safe), then click **Submit**. You'll see a message, indicating that your export request has been placed in a queue.
- Step 4:** Wait for an email confirming that the export has been completed. Note any warnings that may appear in the email.
- Step 5:** After receiving the email, go back to the course that contains the content and click Export Course again. You'll see a link to the zipped file.
- Step 6:** Click the link and save the file to your desktop (or some other location).

 Remember that, as with course copy, you need to check the boxes for “Settings,” “Gradebook Items and Settings,” and “Tests, Surveys, and Pools,” if you are copying linked items (e.g., tests, surveys, assignments).

Importing Course Content

 Before doing the import, make the course unavailable to students.

- Step 1:** In the course to receive the exported data, open the Control Panel, and click **Import Package**.
- Step 2:** Click the **Browse** button to locate and select the Export file (with a .ZIP file extension).
- Step 3:** Select the items you wish to include in the import, then click **Submit**.

 As with the export process, make sure the correct boxes are checked.

- Step 4:** Wait for the email message confirming that the import has been completed – don't work on the course until it's done!
Note any warnings that may appear in the email. (Note “Cleanup Issues” below.)

The following pages provide supplemental information (FYI) on this process.

Cleanup Issues

Announcements – They will import with the current date and will say “Posted by: Blackboard Administrator.”

Navigation Menu – Some of your Navigation Buttons/Links may be in a different order, or you may find a few duplicates. This is because the Import just adds to the Navigation menu; it does not remove any of the Buttons/Links that were already in the course before the Import. You can reorder and remove buttons as needed.

To reorder Buttons/Links: Go to Control Panel>Course Options>Manage Course Menu. Use the dropdown boxes to reorder the buttons.

To Remove a Duplicate Navigation Button/Link:

CAUTION: Do not remove any Navigation Button/Link that contains course content, as this will delete the course content along with the Navigation Button/Link.

Make sure it is empty. Go to Control Panel>Course Options>Manage Course Menu. Click the Remove button next to the content area you wish to remove.

The following supplemental information is excerpted from the Blackboard manual to describe the behavior that occurs with the export and import procedures.

Exporting Behavior

COURSE MATERIAL	BEHAVIOR WHEN EXPORTED
Content	Exports course materials, including uploaded files, Learning Units, and links. Users may also select to include Course Information, Course documents, Assignments and External Links.
Announcements	All Announcements are exported.
Tests, Surveys, and Pools	All Assessments and Surveys, including questions and options for deploying them are imported. All Pools are exported.
Calendar	All Calendar items are exported to the new course.
Course Settings	Some Course Settings will be exported.
Discussion Board	Discussion Board forums, including the initial message in the Discussion Board, are exported.
Gradebook Items and Settings	Items in the Gradebook, and their settings, such as type, categories, and display options, are exported.
Group Settings	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names.
Staff Information	All Staff Information is exported.

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

- Course Name
- Course Description
- Course Entry Point
- Course Design
- Course Banner
- Blackboard Tools
- Building Block Tools
- Content Tools
- Course ID
- Course Availability
- Guest Access
- Observer Access
- Course Duration
- Enrollment Options

Importing Behavior

COURSE MATERIAL	BEHAVIOR WHEN COPIED
Content	Imports course materials, including the following, from the package: <ul style="list-style-type: none"> • Uploaded files • Learning Units • Links • Course Information • Course Documents • Assignments • External Links • Building Block content
Announcements	All Announcements are imported. If Assessment links appear in Course areas, then this option must be selected, or the link to the Assessment will be broken.
Tests, Surveys, and Pools	All Assessments and Surveys, including questions and options for deploying them are imported. All Pools are imported to the new course.
Calendar	All Calendar items are imported to the new course.
Course Settings	Some Course Settings will be imported.
Discussion Board	Discussion Board forums, including the initial message in the Discussion Board, are imported.
Gradebook Items and Settings	Items in the Gradebook, and their settings, such as type, categories, and display options, are imported.
Group Settings	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names.
Staff Information	All Staff Information is imported.

This table describes how Blackboard resolves certain situations that arise between what's being imported and what already exists.

IF . . .	THEN . . .
a Course area in the package does not exist in the destination course	the area will be added to the Course Menu in the destination course.
the Course area in the package and the Course area in the destination course have the same name and are of the same type (for example, External Links, Staff Information, or content)	the content from the package will be added, but will not replace, the content in the area within the destination course.
the Course area in the package and the Course area in the destination course have the same name but are of different types	the Course area from the package will be added to the destination course under a different name. The new name will append an incremental numeral to the name (for example, Course Materials will become Course Materials1).

Here's how Course Settings are affected:

What Gets Imported:	What Doesn't Get Imported:
Course Name	Course ID
Course Description	Course Availability
Course Entry Point	Guest Access
Course Design	Observer Access
Course Banner	Course Duration
	Enrollment Options

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