



Export and Import a Course from another Instructor

This will give the instructions for how to prepare a new/empty course (Target), how to export a previous course (Source) and then how to import it into the prepared course

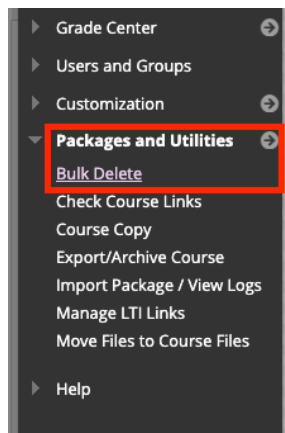
Prepare new Course

Important: Please Follow these steps: If the new course has any content added already, whether it is from a template or otherwise, it is important to follow these steps to erase the content in order to prevent duplicate content and navigation links from occurring after the import process.

Following these steps will permanently erase any content, if there is anything important in the new course shell, please download or make a backup copy before proceeding.

Directions

1. Open up New (Target) course that you wish to import content into
2. Scroll down and locate **Packages and Utilities** on left hand side Navigation Bar and Click
 - a. Click on **Bulk Delete**
3. In Bulk Delete Section:




- a. Check **ALL** boxes for each item. This tells Blackboard what to clear. (If there are options for **Users** and **Contacts** you may leave those unchecked, however, Blackboard will add them back the next day if they are accidentally deleted)
- b. Under **CONFIRMATION** type the word **Delete** to confirm. Click **Submit** to Confirm

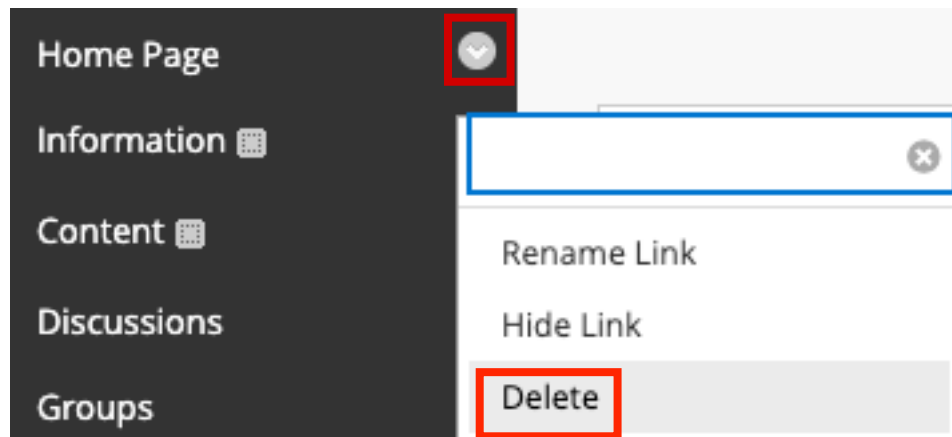
Blogs
Journals
Course Messages

CONFIRMATION _____

* Type "Delete" to complete this request

Delete

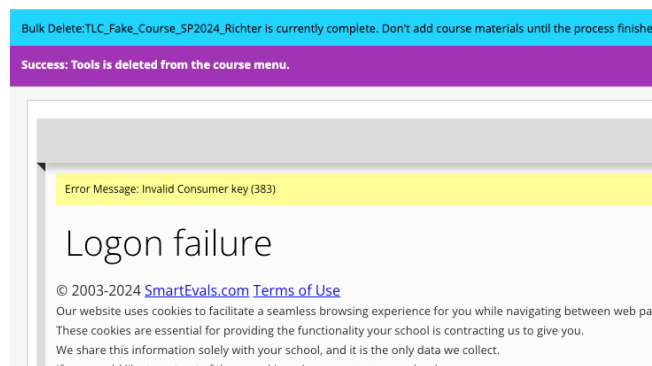
- c. You will receive an email when this action is complete. Do not proceed to the next step **Until** you receive this email. This usually takes a few seconds to minutes; however, during busier times prior to the start of a school term, it can take longer.
4. Once you receive the email stating that Bulk Delete is complete, you can refresh the page using Blackboard or the Browser refresh button 
5. Clear All left hand navigation sidebar options
 - a. For Each Option, click circular Arrow drop-down menu button across from Title of each option. Click Delete. **(If there is an option for Course Evaluation, start with that one)**



- i. If it asks to Confirm, click all options to Confirm



- ii. Repeat for all Navigation Links AND any divider lines
- iii. **If you see a Login Error Window pop up, click Browser's Back button**



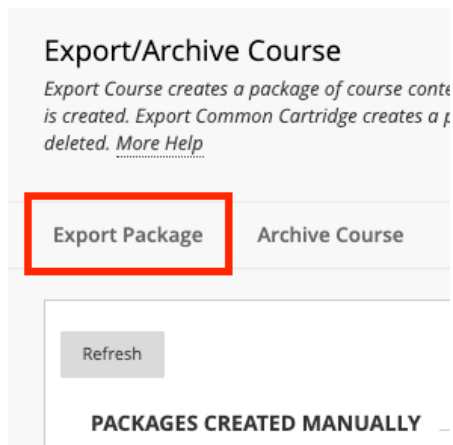
- iv. Continue Deleting until Navigation Bar is clear (You do not have to do this for anything under **Course Management**)

Export Previous Course

This will prepare a package to send to an instructor who is looking to import the course content from a Blackboard Course. This is usually carried out by the owner of the original course that it is being copied from, but this will work on exporting your own courses as well.

Directions

1. Open Course (Source) that a copy needs to be made from
2. Scroll down and locate **Packages and Utilities** on left hand side Navigation Bar and Click
 - a. Click on **Export/Archive Course**
3. Click **Export Package** link



4. Scroll down to **SELECT COURSE MATERIALS** and click **Select All**
 - a. Under **Discussion Board** click option for **Include only the forums, with no starter posts**

Discussion Board

Include starter posts for each thread in each forum (anonymized)

Include only the forums, with no starter posts

- b. Click **Submit** and wait for an email confirmation

5. Click **Refresh** button on **Export/Archive Course** page

a. To Download Course Package:

i. Click on Link for course, note the date that it is available until, if you do not download by then you will have to repeat the steps in this section

Refresh

PACKAGES CREATED MANUALLY

i The packages will be available for 30 days before they are automatically deleted.

FILE NAME	DATE CREATED	AVAILABLE UNTIL
ExportFile_TLC_Fake_Course_SP2023_Richter_20240326031754.zip	3/26/24 3:17 PM	4/25/24

ii. Course should download to computer's designated Download folder

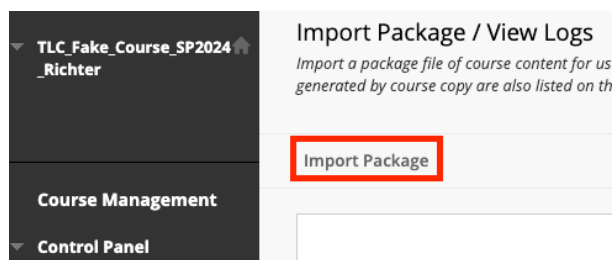
6. Email Zip File to Instructor who needs it for Importing. **Note:** If the Course is larger than 25 MB you might need to use Box or One Drive in order to share the file.

Import course package into new course

Once you receive the exported course package you can download it to your computer and then import it into the prepared course. Do not open (Unzip) the zip file

Directions

1. Open prepared (Target) course.
2. Scroll down and locate **Packages and Utilities** on left hand side Navigation Bar and Click
 - a. Click on **Import Package/View Logs**



3. Click **Import Package** link
4. Under **SELECT A PACKAGE**, click on the **Browse Local Files** button and this will allow you to explore your computer for the zip file you downloaded. Open the file in that window

5. Once File has been selected, scroll down to **SELECT COURSE MATERIALS** section and click the **Select All** button.
 - a. Under **Discussion Board** choose **Include on the forums, with no starter posts** option

Discussion Board

Include starter posts for each thread in each forum (anonymized)

Include only the forums, with no starter posts

6. Click **Submit**
7. When you receive an email confirmation that the import has completed you can refresh the page and you will see the content has populated the course.

Import Package / View Logs

Import a package file of course content for use in the course. Compatible packages include Blackboard Learn, Common Cartridge, Blackboard Vista 8 and Blackboard ANGE. Generated by course copy are also listed on this page. You must have the proper permissions to perform this operation. [More Help](#)

Import Package

IMPORT/COPY LOG NAME	IMPORT/COPY DATETIME
ImportFile_TLC_Fake_Course_SP2024_Richter_20240326033757_detailed.txt	Mar 26, 2024 3:38:06 PM PDT