Import and Export Course Materials

Blackboard allows you to export all your course content to a file which can be imported to another course. You are not able to export scores or assignment submissions from students, however you are able to export your content, settings, and Course Menu links.

Export Course Materials

1. Open the Blackboard course with materials you'd like to export.
2. On the Course Menu, scroll down to the **Course Management** section. Expand **Control Panel**, then expand **Packages and Utilities**. Click on **Export/Archive Course** (Figure 1).
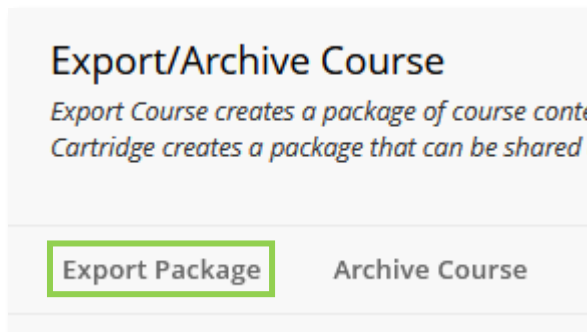3. At the top of the page, click **Export Package** (Figure 2).
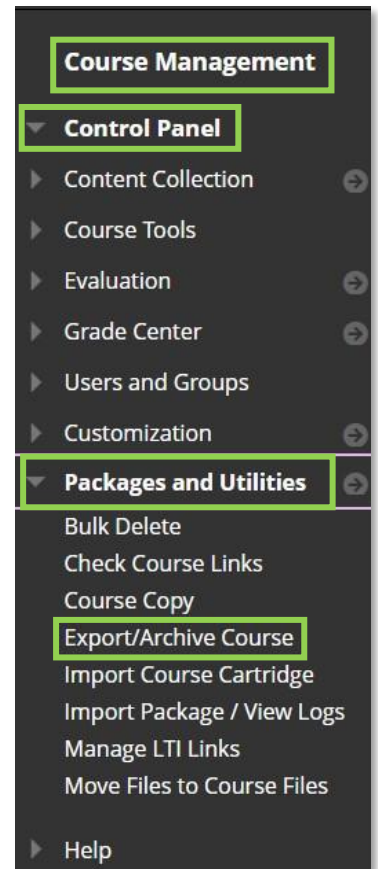

FIGURE 2

FIGURE 1

4. You will be given a list of course materials which you can export. It is recommended that you click **Select All** (Figure 3). Scroll down to the bottom of the page and click **Submit**.
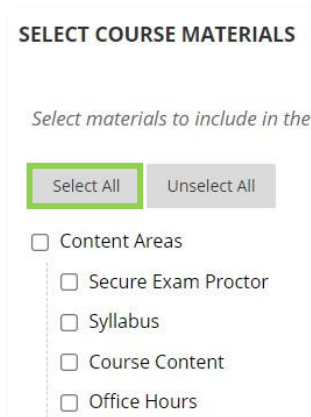

FIGURE 3

5. Your course export will be queued. It may take a few minutes for your course materials to be exported. Wait for an email from Blackboard saying that the export has completed.
Note: A course export email will typically have some errors or warnings. You can usually ignore those warnings unless an item ends up being missing on import. You may need to manually copy over any items which did not export. Please contact the CTI if you need any help.

6. Click on the **Refresh** button to see your exported file. Click on the **ExportFile** to download it to your computer (Figure 4).
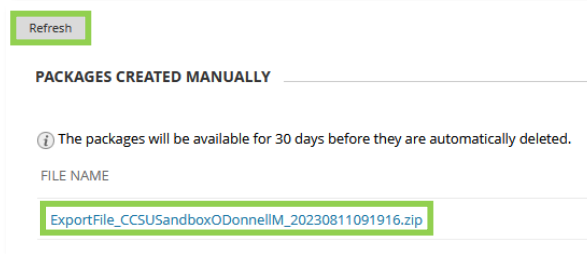

FIGURE 4

7. The export file will be saved to your computer's Downloads folder. You can now import the file to another course.

Import Course Materials

1. Open the Blackboard course which you'd like to import the materials to.
2. On the Course Menu, go to the **Packages and Utilities** section.
   Click on **Import Package/View Logs** (Figure 5).
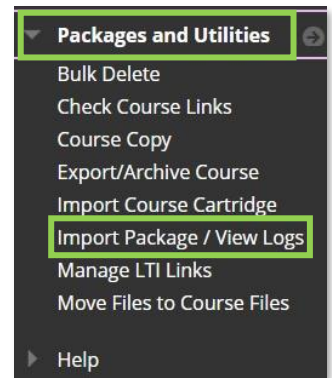3. Click Import Package at the top of the screen (Figure 6).
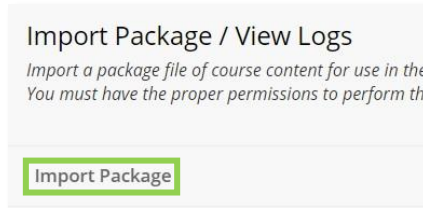

FIGURE 6

FIGURE 5

4. On the **Import Course** Screen, click the **Browse Local Files** button under **Select a Package** and navigate to your saved **ExportFile** package. It should still be in your Downloads (Figure 7).
   Note: If you exported many items in the previous section, uploading your ExportFile may take a long time. Please be patient and wait for the upload to finish.
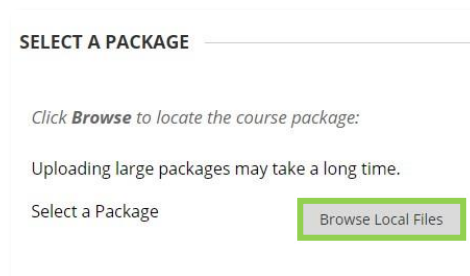

FIGURE 7

5. Under Select Course Materials, click **Select All** (Figure 8). Scroll to the bottom and click **Submit**.

SELECT COURSE MATERIALS

Select materials to include. To recreate a

Select All   Unselect All

☐ Content Areas
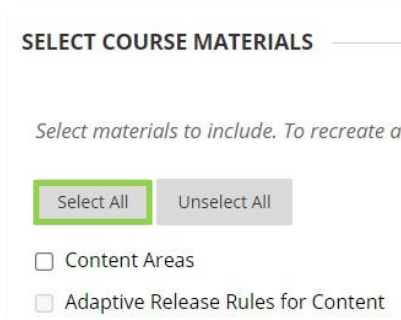☐ Adaptive Release Rules for Content

FIGURE 8

6. Wait for an email to be sent by Blackboard. Please do not click Submit multiple times or begin editing course content before the email is sent. It may take several minutes for the import process to finish. Make sure to verify all content was imported successfully.