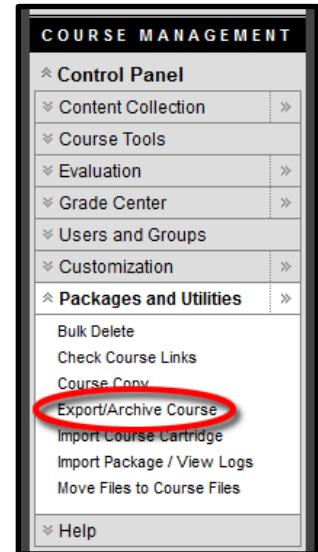


## Exporting Blackboard Courses

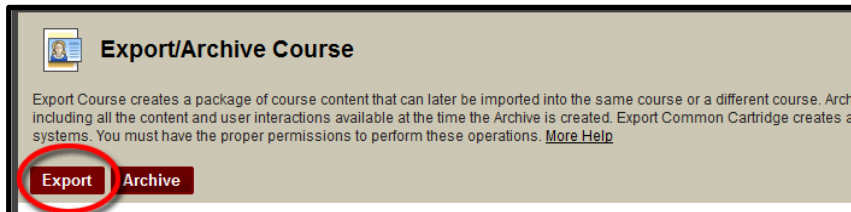
When you export your course, you download to your computer only those areas and settings of your Bb section you want to save. Exports do not save enrollments, course statistics or grades. Export files can be imported into a new Bb section at a later time.

### Part A: Exporting Content from the Source Course

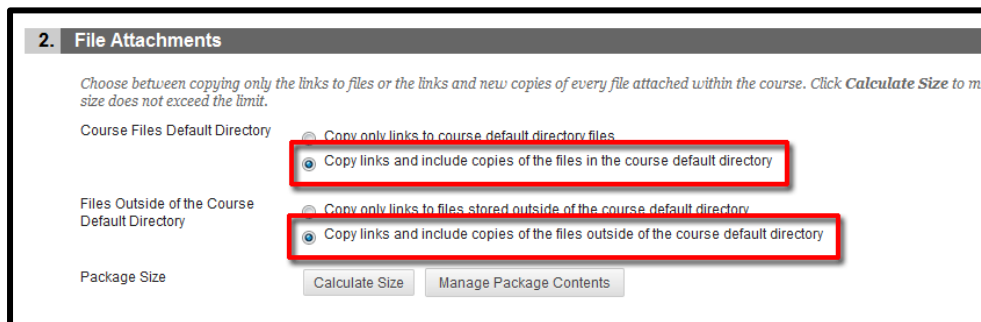
**Step 1:** Select **Export/Archive Course** from the **Packages and Utilities** area of the control panel of the source course (the section with the material in it you want to save).



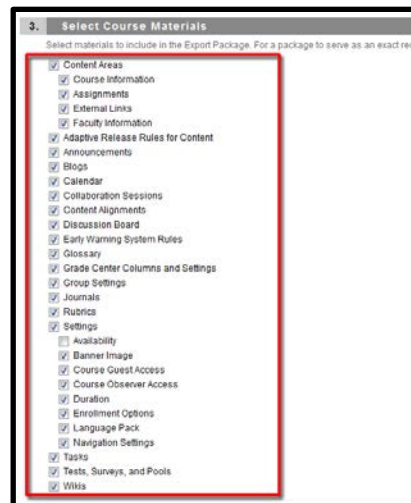
**Step 2:** Click **Export** from the Export/Archive Course screen.



**Step 3:** Under section 2 **“File Attachments”** of the Export Screen, choose the second selection (default) for each option. Failing to select these two will cause permission errors when students try accessing file attachments.



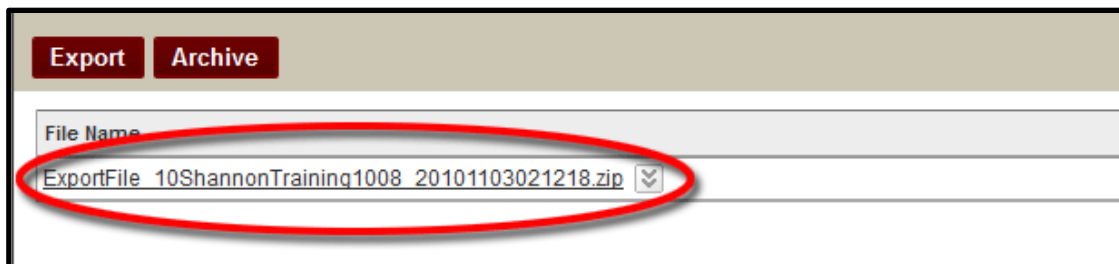
**Step 4:** Select the areas and settings you want to export and click **Submit**. We recommend you select everything so you have a complete export file. You can be selective about what is imported during the import process.



**Step 5:** You will receive an email in your UCM email account when the process is complete. Exports can take anywhere from 30 seconds to 5 minutes or more depending on how large your course is.

**Step 6:** Once the export is finished you will need to download and save the export file. Select **Export/Archive Course** from the **Packages and Utilities** area of the control panel of the source course.

**Step 7:** You should see the export file listed on the Export/Archive screen. Click the .zip file link listed. The filename should begin with *ExportFile*.

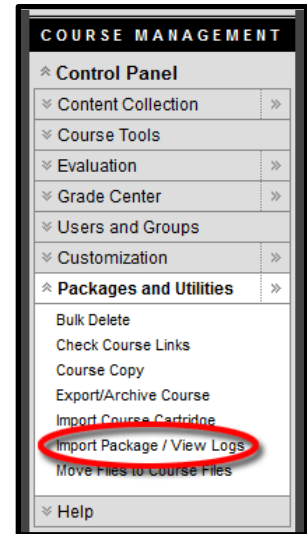


**Step 8:** When prompted, save the file to your computer. Select a file location that is easy to remember.

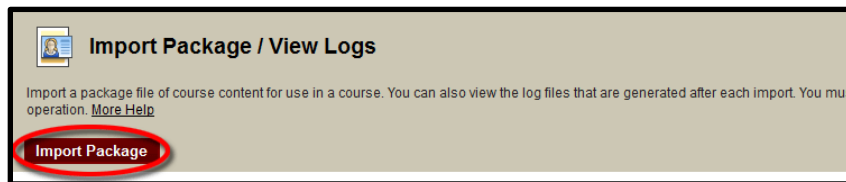
We suggest you do not remove Export from the .zip file's name. Also avoid modifying the .zip package. You could corrupt the export file and make it unusable.

## Part B: Importing Content to the Destination Course

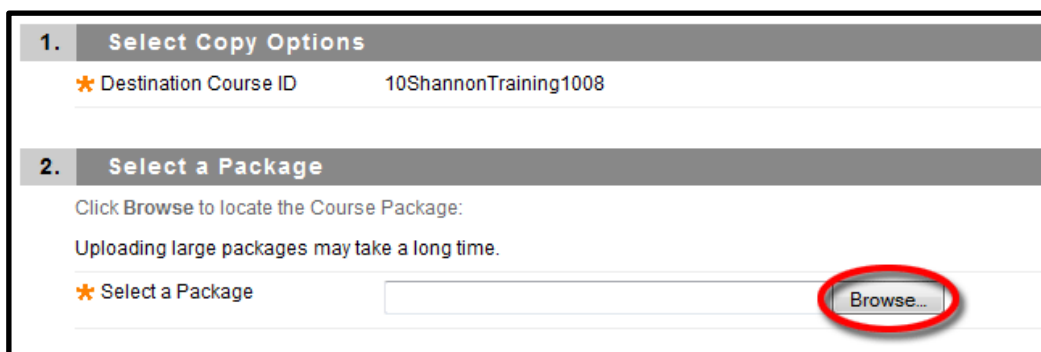
**Step 1:** Select **Import Package / View Logs** from the **Packages and Utilities** area of the control panel of the destination course (the section you want to load the material into).



**Step 2:** Click **Import** from the Import Package/View Logs screen.

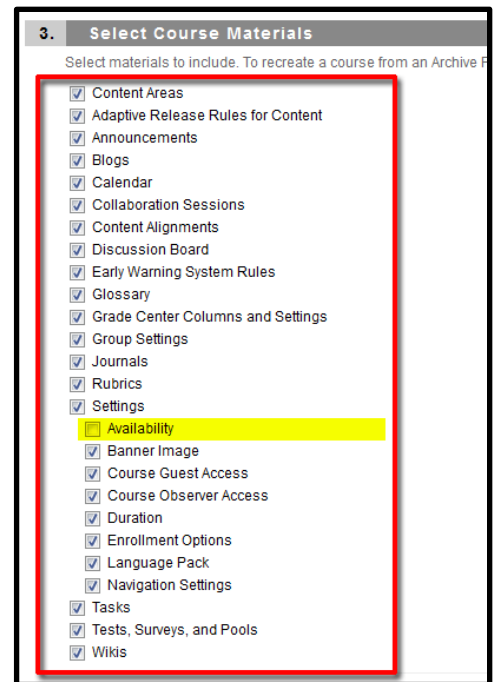


**Step 3:** **Browse** your computer to locate the export file you previously saved in Step 7 of Part A.



**Step 4:** Select the areas and settings you want to import and click **Submit**. You can be selective about what is imported, but typically it is best to select everything and then remove what you don't want from the course once the import process is finished.

**Note:** Under **Settings** there is an option for **Availability**. Selecting this will use the availability setting of the source course. In most cases this should not be selected.



**Step 5:** You will receive an email in your UCM email account when the process is complete. Please wait an additional **30 minutes** before accessing or modifying the course.

**Step 6:** Once you have received the above mentioned email, select **Import Package / View Logs** from the **Packages and Utilities** area of the control panel of the destination course (the section you want to load the material into). You should see an import log file. Click on it to ensure the import completed without errors. Take note of any errors or warnings reported.



Avoid importing to the same course more than once. Blackboard does not replace existing material, but only adds to what is there. You can end up with duplicates of anything that was imported previously. It is best to import material to an empty course shell for the same reasons. Always add new content after the import has been completed.