

# How to Export and Import Blackboard Courses

## Exporting Courses

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Use the Export process to save your course materials for a given course into an Export package that can be downloaded and saved to your computer until you are ready to use them in a future semester. For example: Create an Export package of the materials from your Fall semester course and download and save the package to your hard drive until you are ready to Import those materials into a future course on Blackboard.

The export course feature does not include any user interactions with the course—it only includes the course materials.

Files within Course Files that are not used in the course or not linked in the course are not included when exporting.

## How to Export a Course

### Step I: Export the course:

1. On the Control Panel, expand the Packages and Utilities section and click Export/Archive Course.
2. On the Export/Archive Course page, click the **Export Package** button.
3. Click the **Calculate Size** button to check the package size. We recommend creating a folder or series of sub-folders on your hard drive to organize your export packages. For example, you could create a folder titled Blackboard Courses and within that folder create sub-folders with the titles Spring 20xx, Summer 20xx, Fall 20xx, etc. (replacing the 'xx' with the appropriate year). Then save all of your export packages to those folders. We do not recommend saving large course packages to your Z drive to prevent exceeding capacity. Save to My Documents instead.
4. In the Select Course Materials section, click on the **Select All** button to be sure that you export **ALL** of the course materials.
5. Click Submit.
6. A green message will appear near the top of the screen indicating “Success: This action has been queued. An email will be sent when the process is complete.”
7. Click on the **Refresh** button and the Export package file will appear.
8. Check your Winthrop email account for an email confirming that the export process completed. Look for a note in the email that says, “The results of the process are shown below. Status: The operation export has completed.” This indicates that the export package was created successfully. If there were any errors in the process, the email that you receive will list them. Please contact the office of Online Learning at 803-323-2551 or blackboard@winthrop.edu for assistance on addressing any errors.

## How to Export a Course (continued)

### Step II: Download and save the export package

1. From the Export/Archive Course page, click on the file name for the export package that you want to download.
2. A dialog box will appear prompting you to Open or Save the file.
3. Save the file to the appropriate location. We recommend creating a folder or series of sub-folders on your hard drive to organize your export packages. For example, you could create a folder titled Blackboard Courses and within that folder, create sub-folders with the titles Spring 20xx, Summer 20xx, Fall 20xx, etc. (replacing the 'xx' with the appropriate year). Then save all of your export packages in those folders. We do not recommend saving large course packages to your Z drive to prevent exceeding capacity. Save to My Documents instead. **\*Do not change the file name, unzip, or delete files from the export package. Otherwise, the package will not be imported correctly.**

## Importing Courses

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### How to Import a Course Package

1. Open the course that you would like to import the course package into.
2. From the Control Panel, under Packages and Utilities, click Import Package / View Logs.
3. Click the **Import Package** button.
4. Click Browse to locate and select the package.
5. In the Select Course Materials section, click on the **Select All** button to be sure that you import **ALL** of the course materials.
6. Click Submit.

**\*Be sure to perform an Import into a given course only one time. Performing the import a second time, will add duplicates of all of the materials and grade center columns.**