

Export Course

Overview

The Export Course feature creates a package of the course content that can later be imported and used to teach another course with the same content. It is important to note that, unlike the Archive Course feature, Export Course does not include any user interactions with the course—it only includes the content and the tools.

Export packages are downloaded as compressed .ZIP files and are imported in the same format. Do not unzip an Export package or remove files from the package, otherwise the package will not be imported correctly.

Find this page

Click Export Course in Course Options on the Control Panel to open the Export Course page.

Exporting a Course

A receipt page will appear after selecting Course Materials and clicking Submit. The exported package must be downloaded from this page and saved to the local computer. Select [Click here to download the generated package file](#) to save the file. The package will not be saved in the Blackboard Learning System! If the package is not downloaded from this page it will be lost and the export operation must be repeated.

Select course materials

The table below details what happens to each selectable option when the export is performed.

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. 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 exported to the new course.
Calendar	All Calendar items are exported to the new course.
Course Settings	Some Course Settings will be exported. See Course Setting below for more information.
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.

Course Settings

When Course Settings is selected, certain 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

Import Package

Overview

Instructors may use the Import Package page to upload course materials from another course. For example, if they have exported a course they may import the whole course package, or selected parts of the course through Import Package.

Never upload an Exported Course package that has been modified since it was created and downloaded. Opening the .ZIP file and changing any of the files in the Exported Course package will result in unstable and unpredictable behavior when the course is imported.

Find this Page

Click Import Package under Course Options on the Control Panel to open the Import Course Cartridge page.

Fields

The table below details the fields on the Import Package page.

Field	Description
Select a Course	
Destination Course ID	Displays the Course ID for the course.
Select a Package	
Please Browse for	Either enter the path to the course package or click Browse

the location of the packaged course to search for the course package.
Course areas
Select the option for each course area and tool in the course that should be imported. The [Select course materials](#) section below details these options.

Select course materials

The table below details what happens to each selectable option when the import is performed.

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. See Course Setting below for more information.
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.

Course Settings

When Course Settings is selected, certain settings are imported to the course. These include the following:

- Course Name
- Course Description
- Course Entry Point
- Course Design
- Course Banner

Tools settings that do not exist are added. Existing settings are not overwritten.

The following settings are not imported as part of this operation:

- Course ID
- Course Availability
- Guest Access
- Observer Access

- Course Duration
- Enrollment Options

Resolving the Course Menu items

When importing a package, the Course Menu must resolve itself in the destination course. The table below describes the how Course Menu items are resolved.

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).

Course Links

Links to parts of a course that are not included in the export package will break when the links appear in the destination course. For example, if there is a link to a Test in a course area and Tests, Surveys and Pools are not exported, the link to the Test will break.

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