

Blackboard – How to Export or Archive Course and then Import Course

Export or Archive?

- **Export Course:** the process of saving a complete copy of your course content only, but it does not include user records
- **Archive Course:** the process of saving a complete copy of your course content and user interactions such as discussions.

Please check the steps below for exporting, archiving and importing courses.

Export 1:

Left Menu > Packages and Utilities > Export / Archive Course

Blackboard Online Help

COURSE MANAGEMENT

- ▼ Control Panel
- ▶ Content Collection >
- ▶ Course Tools
- ▶ Evaluation >
- ▶ Grade Center >
- ▶ Users and Groups
- ▶ Customization >
- ▼ **Packages and Utilities** >
 - Bulk Delete
 - Course Copy
 - Export/Archive Course**
 - Import Course Cartridge
 - Import Package / View Logs
 - Move Files to Course Files
- ▶ Help

Export 2: Export Package

Export/Archive Course

Export Course creates a package of course materials. Archive Course creates a permanent record of a course. Export Common Cartridge creates a package of course materials with the proper permissions to perform these actions.

Export Package

Archive Course

Export 3: Select appropriate options (below).

FILE ATTACHMENTS

Choose between copying only the links to files or the links and new copies of every file attached within the course. Click **Calculate Size** to make sure that the package size does not exceed the limit.

Course Files Default Directory

Copy only links to course default directory files

Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory

Copy only links to files stored outside of the course default directory

Copy links and include copies of the files outside of the course default directory

Package Size

Calculate Size

Manage Package Contents

(optional)

SELECT COURSE MATERIALS

Select materials to include in the export package. For a package to serve as an exact record, including user records, use archive instead of export.

Select All

Unselect All

- Content Areas
- Home Page
- Course Outline

You can "Select All" or choose individual content you want to export.

Export 4:

Submit



Export 5:

Please wait. Depending on the size of your course, it will take some time to export your course. If you don't get email notification, you can click **Refresh** to check the status.

Success: This action has been queued. An email will be sent when the process is complete.

Export/Archive Course

Export Course creates a package of course content that can later be imported into the same course. Archive Course creates a permanent record of a course including all the content and user interactions created. Export Common Cartridge creates a package that can be shared across learning management systems. For more information, see the documentation. [More Help](#)

Export Package

Archive Course

Refresh



Export 6:

It takes a few minutes to be complete. For example, in the screenshot below, the “Date Created” time used to be 2:41 PM. Now it is 2:42 PM. If you click Refresh and 2:42 PM does not change after 2:44 PM, it is complete. When you click Refresh 2 minutes after the “Date Created” time and if it changes to a different time, please wait until this time stops changing.

| File Name | Date Created |
|--|-----------------|
| ExportFile_50117.201605_20170329024140.zip | 3/29/17 2:42 PM |

=== Very Important ===

It takes a few minutes to be complete. For example, this time used to be 2:41 PM. Now it is 2:42 PM. If you click Refresh and 2:42 PM does not change after 2:44 PM, it is complete. When you click Refresh and if it changes to a different time, please wait until this time stops changing.

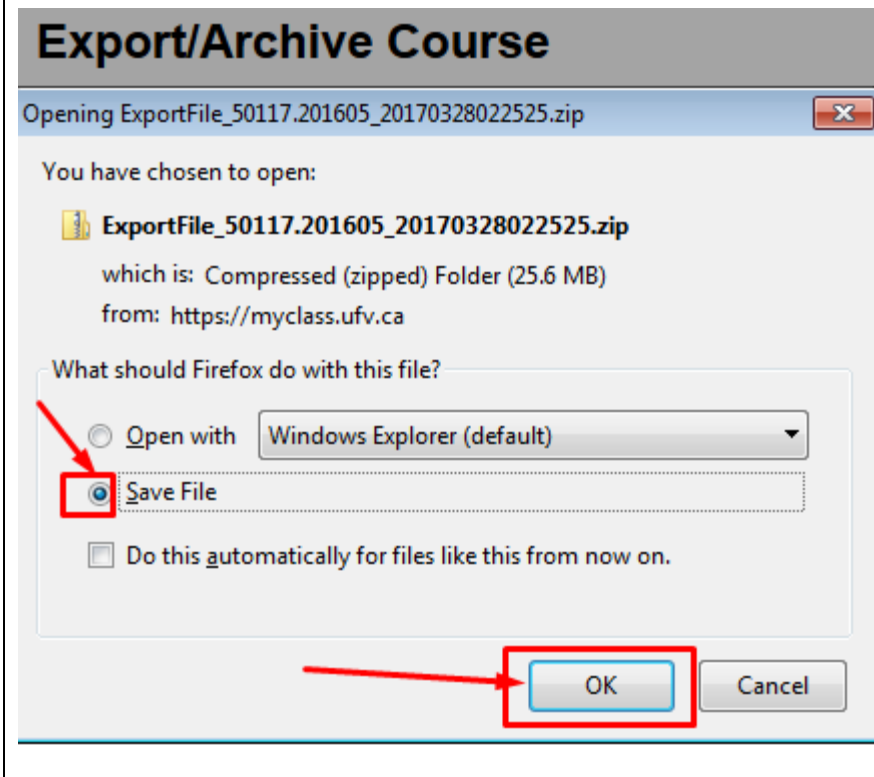
Export 7:

Refresh 2 minutes after the “Date Created” time. If it does not change, click the zip file. If the time changes, wait until this time stops changing after Refresh (2 minutes after the “Date Created” time).

| File Name | Date Created |
|--|-----------------|
| ExportFile_50117.201605_20170329024140.zip | 3/29/17 2:42 PM |

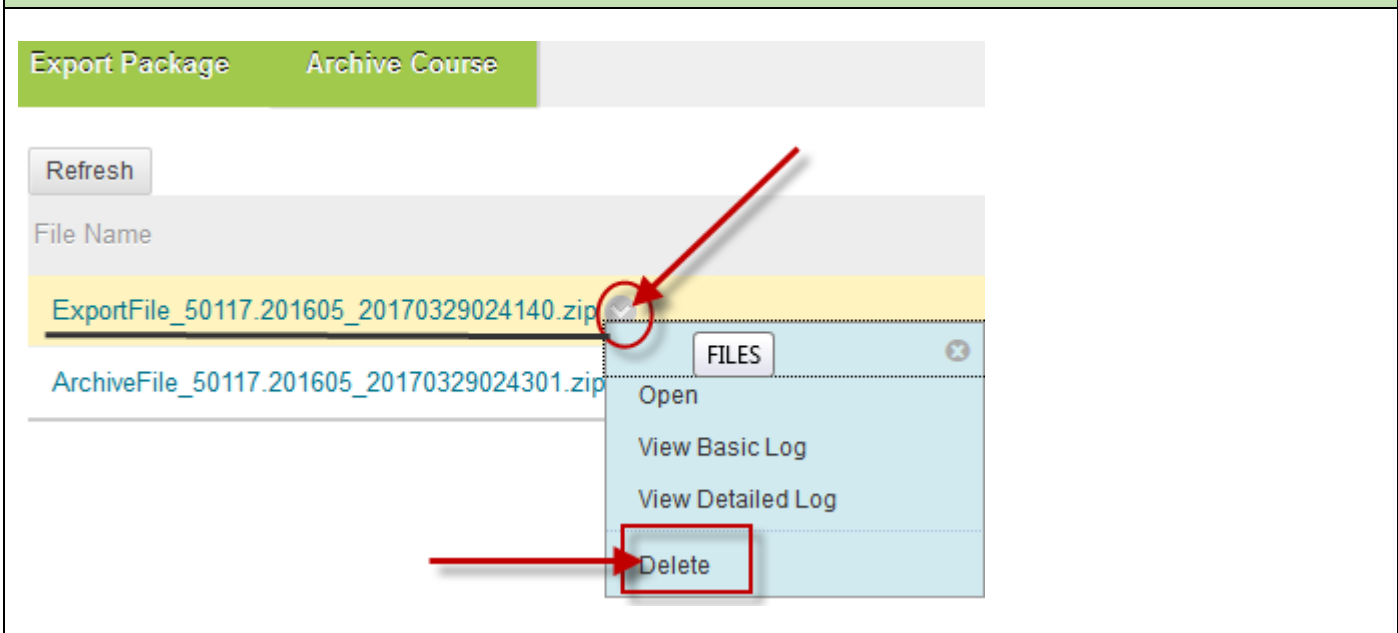
Export 8:

In a pop-up dialog box, **Save File** > **OK**. This file will save to the designated download folder you have set for your browser (Chrome, Firefox, Internet Explorer, Edge, Safari, etc.). Check your browser's download folder (usually "Downloads" folder).



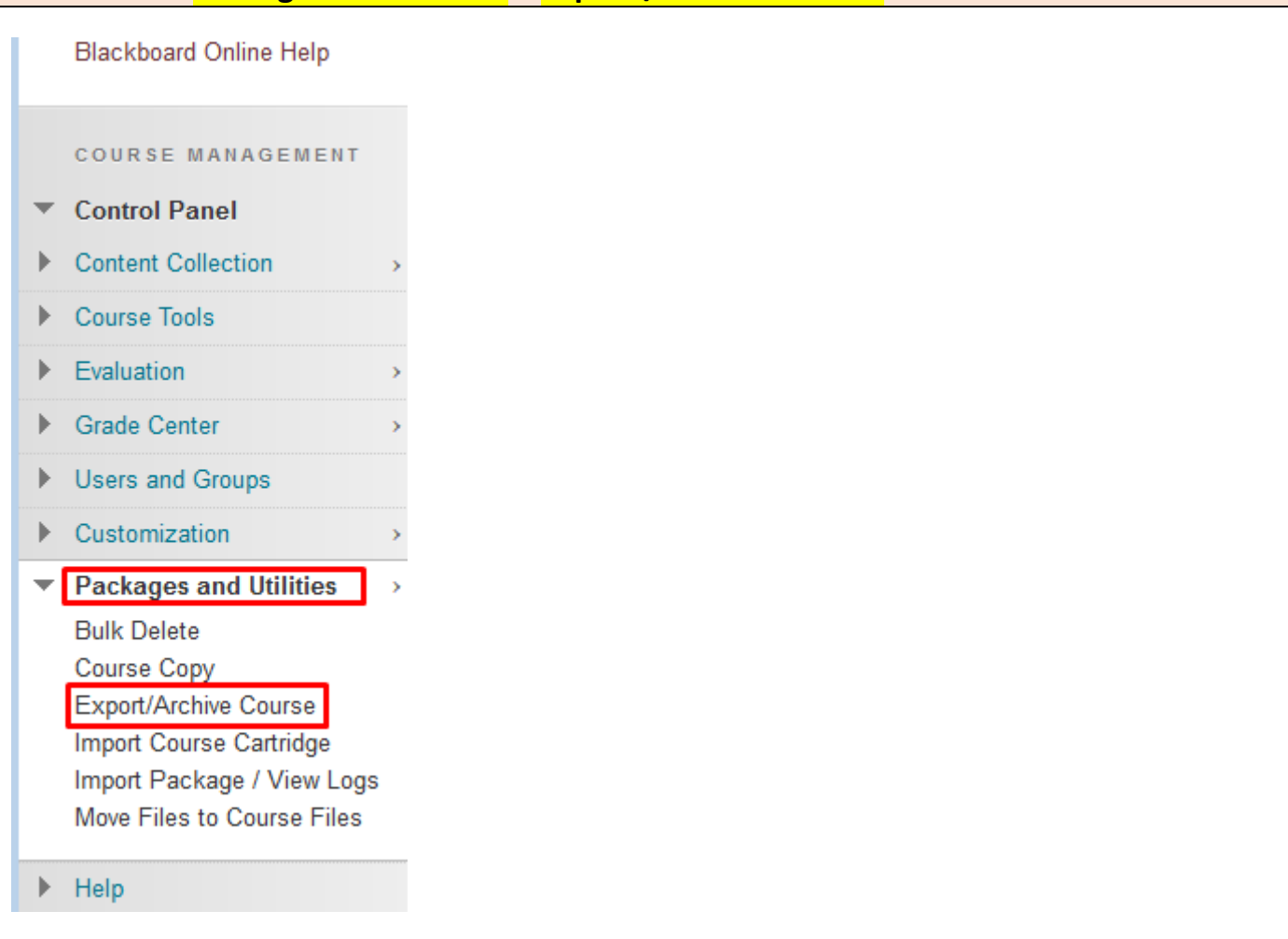
Export 9:

After downloading the file, click the **action link** (see below) > **Delete** > **OK**. If you leave the file, it will increase the size of your course.



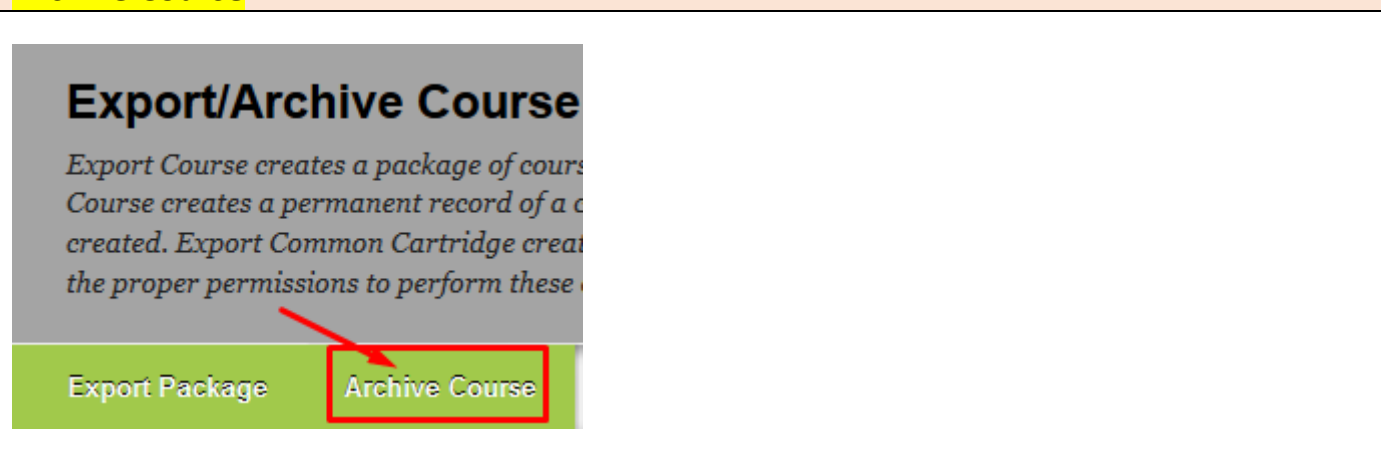
Archive 1:

Left Menu > Packages and Utilities > Export / Archive Course



Archive 2:

Archive Course



Archive 3:

Select appropriate options (below) > Submit

SELECT COPY OPTIONS

* Source Course ID 50117.201605

Include Grade Center History (increases file size and processing time)

(optional)

FILE ATTACHMENTS

Choose between copying only the links to files or the links and new copies of every file attached within the course. Click **Calculate Size** to make sure that the package size does not exceed the limit.

Course Files Default Directory Copy only links to course default directory files
 Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory Copy only links to files stored outside of the course default directory
 Copy links and include copies of the files outside of the course default directory

Package Size

(optional)

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel

Submit

Archive 4:

Please wait. Depending on the size of your course, it will take some time to archive your course. If you don't get email notification, you can click **Refresh** to check the status.

Success: This action has been queued. An email will be sent when the process is complete.

Export/Archive Course

Export Course creates a package of course content that can later be imported into the same course. Course creates a permanent record of a course including all the content and user interactions created. Export Common Cartridge creates a package that can be shared across learning management systems. [More Help](#)

Export Package

Archive Course

Refresh

Archive 5:

It takes a few minutes to be complete. For example, in the screenshot below, the “Date Created” time used to be 2:43 PM. Now it is 2:45 PM. If you click Refresh and 2:45 PM does not change after 2:47 PM, it is complete. When you click Refresh 2 minutes after the “Date Created” time and if it changes to a different time, please wait until this time stops changing.

| File Name | Date Created |
|---|-----------------|
| ArchiveFile_50117.201605_20170329024301.zip | 3/29/17 2:45 PM |

=== Very Important ===

It takes a few minutes to be complete. For example, if this time used to be 2:43 PM. Now it is 2:45 PM. If you click Refresh and 2:45 PM does not change after 2:47 PM, it is complete. When you click Refresh and if it changes to a different time, please wait until this time stops changing.

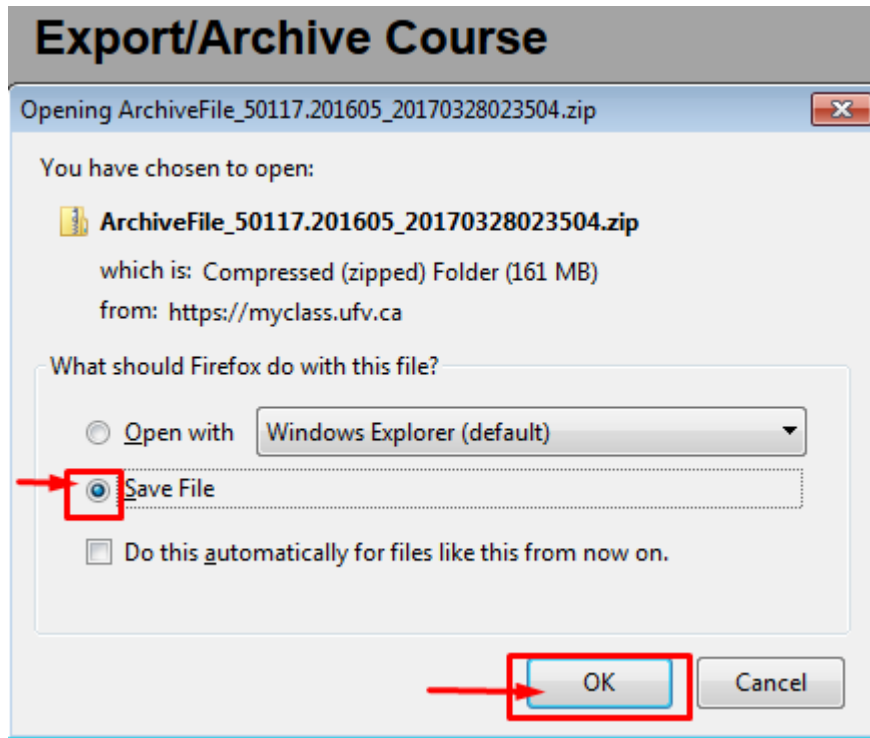
Archive 6:

Refresh 2 minutes after the “Date Created” time. If it does not change, click the zip file. If the time changes, wait until this time stops changing after Refresh (2 minutes after the “Date Created” time).

| File Name | Date Created |
|---|-----------------|
| ArchiveFile_50117.201605_20170329024301.zip | 3/29/17 2:45 PM |

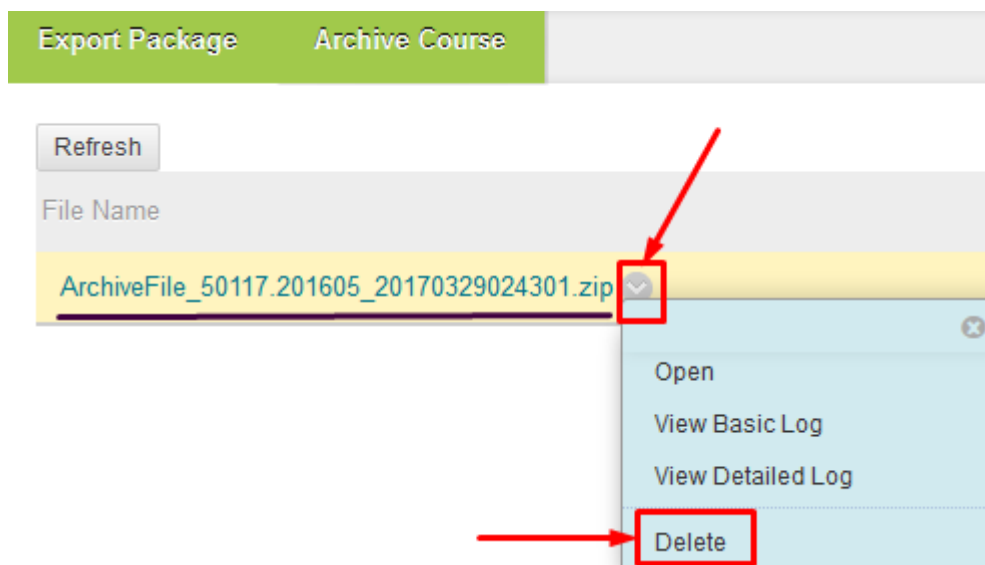
Archive 7:

In a pop-up dialog box, **Save File** > **OK**. This file will save to the designated download folder you have set for your browser (Chrome, Firefox, Internet Explorer, Edge, Safari, etc.). Check your browser's download folder (usually "Downloads" folder).



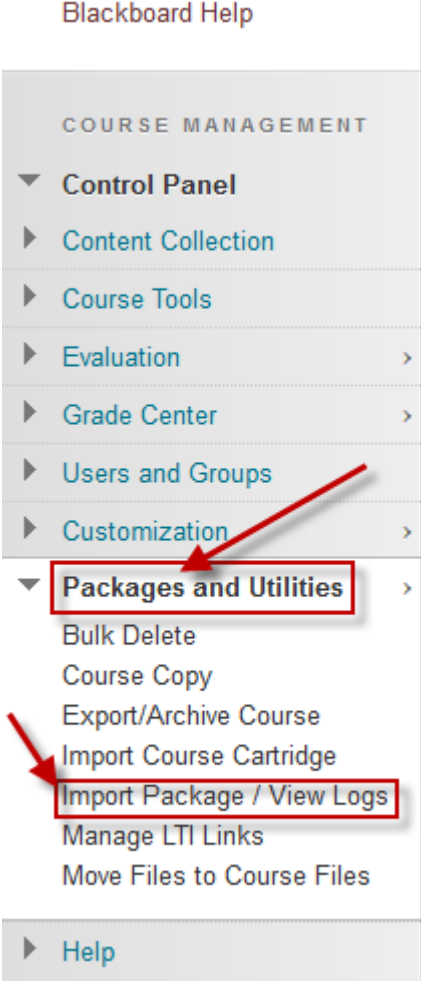
Archive 8:

After downloading the file, click the **action link** (see below) > **Delete** > **OK**. If you leave the file, it will increase the size of your course.



Import 1:

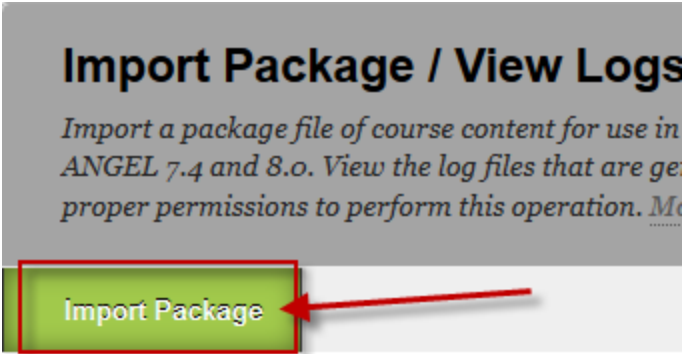
Left Menu > Packages and Utilities > Import Package / View Logs



The screenshot shows the Blackboard navigation menu. At the top is 'Blackboard Help'. Below it is a section for 'COURSE MANAGEMENT'. The menu items are: Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, Bulk Delete, Course Copy, Export/Archive Course, Import Course Cartridge, Import Package / View Logs, Manage LTI Links, Move Files to Course Files, and Help. Red arrows point to 'Packages and Utilities' and 'Import Package / View Logs', which are also highlighted with red boxes.

Import 2:

Import Package



The screenshot shows the 'Import Package / View Logs' page. The title is 'Import Package / View Logs'. Below the title is a paragraph of text: 'Import a package file of course content for use in ANGEL 7.4 and 8.0. View the log files that are generated when you import a package. You must have proper permissions to perform this operation. More...'. At the bottom of the page is a green button labeled 'Import Package', which is highlighted with a red box and a red arrow.

Import 3:

Browse My Computer

SELECT A PACKAGE _____

*Click **Browse** to locate the course package:*


Uploading large packages may take a long time.

* Select a Package

Browse My Computer

Import 4:

Find the saved zip file > Select the zip file > Open

| Name | Type | Size |
|--|----------|-----------|
|  ExportFile_50117.201605_20170328022525.zip | ZIP File | 26,180 KB |

Select the exported or archived zip file on your computer.

Open

Cancel

Import 5:

Select All or choose particular content from the check list

SELECT COURSE MATERIALS

Select materials to include. To recreate a course from

Select All

Unselect All

- Content Areas
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Content Alignments

Select All or
choose particular
content from the
check list

Import 6:

Submit

Cancel

Submit

Import 7:

Wait if the import process is running.

Import: DEV-50117.201605-testing2 is Running. To access the detailed log, click here

Success: This action has been queued. An email will be sent when the process

Import Package / View Logs

Import 8:

When it is done, you can see the "Complete" notification.

Import: DEV-50117.201605-testing is **Complete** To access the detailed log, click here

Import Package / View Logs

Import a package file of course content for use in the course. Compatible packages are supported for Blackboard Cartridge, Blackboard Vista 8 and Blackboard ANGEL 7.4 and 8.0. View the logs for more information. Log files generated by course copy are also listed on this page. You must have the appropriate permissions to import a package.
[More Help](#)

Import Package