UNIVERSITY OF HARTFORD

FACULTY CENTER FOR LEARNING DEVELOPMENT

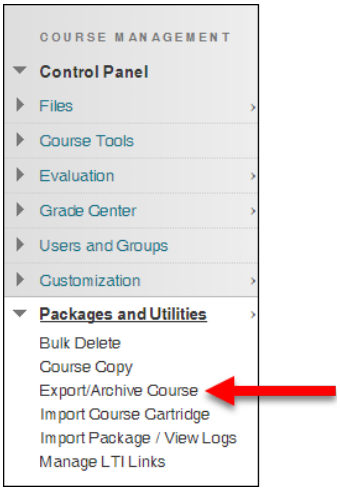
Exporting and Importing a Blackboard Course

In addition to copying, it is possible to export and import course materials. You can export your course, save it, and then import it (or sections of it) into a new Blackboard course. This copy method also provides instructors with a personal backup of their Blackboard course. The exported course is a zipped file you can store on your computer. Please note that even if your browser 'unzips' files automatically, the zipped file (indicated by a folder icon with a zipper on it) will remain intact and can be imported. Individual files can never be imported using the import option.

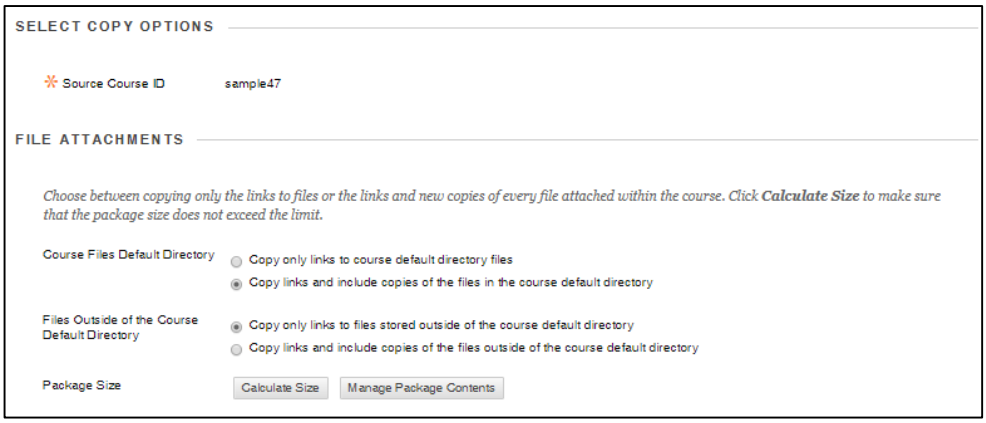
Exporting your Blackboard Course

Here's how to export (save) your course so you can later import it into a new Blackboard site.

1. Open the course you want to export.
2. Under the Control Panel, select **Packages and Utilities → Export/Archive Course.**
3. Click on the **Export** button.
4. Keep the default options under the *File Attachments* the same:
5. You can also click **Calculate Size** to see how big your course is. Reminder, course copy and import quotas are 1 GB. If larger, you will be unable to import the zip file into your new course.

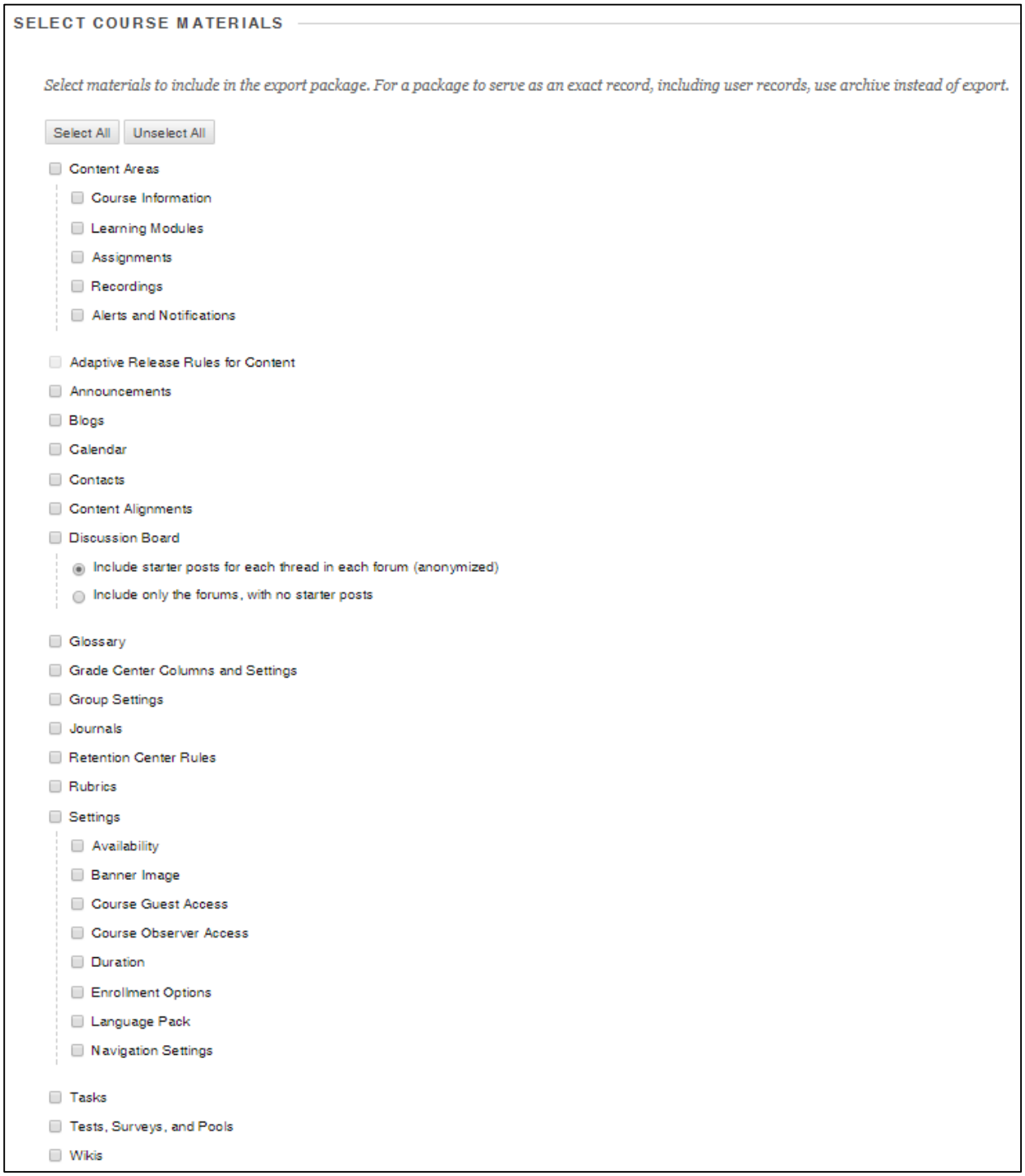


Click on Export Archive Course



Keep default File Attachments Options

6. Select the areas to copy.



Select Course Material

7. Click **Submit**. It may take a minute. When completed, click the browser refresh button. The zipped file appears as a link in the *Export/Archive Course* page. To save it, hover over the link and then click on the arrow button next to the file name and select **Open.**

Large courses may take a long time to export to a zipped file. Please be patient and do not click until Blackboard finishes. Blackboard will send an email when the export is complete and ready to download.

You may save the course to your PC, a USB drive, a CD or DVD, or a network storage area. You may need to save your zipped course to a DVD rather than a CD if the course is large.

NOTE: Zip files downloaded on Macs are automatically unzipped, making it unable to be uploaded as an import file into Blackboard at a later point in time. It is recommended that you use a PC computer to download the zip file for storage on a USB, CD or DVD for later use instead.

Importing Course Packages

To import course materials from a zipped course package that has been exported from Blackboard, go to the new course, then go to the **Control Panel → Packages and Utilities → Import Package/View Logs,** then click on the **Import Package** button.

Do not unzip the course prior to importing materials! Individual files cannot be imported…

1. Click on the **Choose File** button to locate the course package (.zip file) you wish to import.

2. Select the content areas you wish to import into the course (e.g., Content, Discussion Board, Wikis).

3. Click **Submit**.

Your materials will now appear in the second course. Be sure to check your course materials carefully, as older courses may not import perfectly. Contact FCLD with any problems you encounter. In addition, your main course menu may have extra buttons.

Request FCLD to copy from a course no longer on Blackboard

Your Blackboard course is kept active on Blackboard for about thirteen months after the term ends. Older courses not appearing on your Blackboard Home Page can be copied into newer courses by FCLD. Please fill out and submit the online ***Course Copy Request Form*** from the FCLD website: http://hartford.edu/fcld.

Frequently Asked Questions

What is the difference between 'Import Package' and 'Import Course Cartridge'?

Import Course Cartridge is an option that allows instructors to import a 'ready-made' Blackboard course created by a publisher and included as a text book supplement. **Import Package** is an option which allows instructors to selectively import course materials from an exported Blackboard course.

What is the difference between exporting and archiving a course?

The **Export Course** option saves course content as a .zip file which can be used in another course at a later date. Instructors can choose which course areas they would like to include in the exported file. Exported courses are downloaded to the user's hard drive and can then be imported into Blackboard in the same format. Exported courses do not include student data such as grades or submitted assignments. Even though FCLD makes a backup/export of your course, creating your own backup at the end of each term you teach is probably a best practice for all instructors.

The **Archive Course** option is similar to exporting a course, however along with course content, course archives also include enrollments and student-related materials such as Discussion posts, Digital Dropbox files, grades, etc. Weekly archiving of your course ensures that you will be able to recover the entire course – grades and all - should something disastrous happen to the original one, but FCLD will have to restore it for you. Archived courses cannot be restored to Blackboard without contacting a system administrator.

Can I retrieve course documents from an exported .zip file?

Not easily. If you extract files from your .zip file to a folder, your course documents will be in the resulting file folder…somewhere. Unfortunately, they will be buried deep within a filing structure that makes no visual sense from your perspective. As a result, you will have to hunt through this folder system to find your documents, like looking for the proverbial needle in a haystack. An easier approach would be to import your .zip file into your sandbox Blackboard course, and then download the files you need. Alternatively, you can download the individual documents from your course using the **Download Package** utility in **Course Files.**

How long should I store my course exports?

Although FCLD backs up all courses before they are removed from the server, it is good practice to make your own backups by exporting courses. You probably want to have two exported backups, one on your local computer and another one on a CD, DVD, or USB drive. You should hold on to your course backups as long as there is any possibility that you will continue to teach. That way you won't have to depend on FCLD for access to your course materials when you need to copy them into a new course. If you take another position at a different institution, you may be able to use them there.

I teach at another University that uses Blackboard. Can I import or copy my course materials from their Blackboard system?

You can import a .zip file from a course exported at another University ONLY if that university is using the same version of Blackboard as the University of Hartford. Using files created on different versions of Blackboard has resulted in corrupt courses. Please call FCLD to discuss your options before attempting to import course files from any other Blackboard system.

Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)
FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.
Phone: (860) 768-4661 **Email:** fcld@hartford.edu
Website: http://www.hartford.edu/fcld

Student Blackboard Support
The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).
Phone: (860) 768-4636 **Email:** bbsupport@hartford.edu
FAQ/Submit a Ticket: http://www.hartford.edu/studentbbsupport

Information Technology Services (ITS) Help Desk
For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).
Phone: (860) 768-4357 **Email:** helpdesk@hartford.edu
Website: http://hartford.edu/ots

Media Technology Services (MTS)
Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.
Phone: (860) 768-4357 **Website:** http://www.hartford.edu/mts