



Blackboard 7 Quick Start Guides



Getting Started Export and Import your Course

Getting Started with Blackboard 7.1

Most faculty are familiar with the Course Copy functionality. Instead of Course Copy, however, we are now recommending faculty EXPORT content from their old class and IMPORT the content into the new course shell.

Export your Course

The Export Course feature creates a package of the course content that can be imported and used to teach another course with the same content. 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.**

Step 1: Export Course	
Step	Action
Step 1	Go to the class from which you want to copy content.
Step 2	Go to the Control Panel
Step 3	Select Export Course under Course Options
Step 3	Select materials to include in the export package. Click the Submit button. See image below (Figure 1.1)

1 Select a Course
 * Source Course ID: Spring2007-POEM0001-255530

2 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.

- Content
 - Course Content
 - Assignments
 - Course Information
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Glossary
- Gradebook Items and Settings
- Group Settings
- Settings
- Staff Information
- Tasks
- Tests, Surveys, and Pools

3 Submit
 Click **Submit** to finish. Click **Cancel** to quit.
 * Required Field

Cancel Submit

Figure 1.1 - Select materials to include in Export Package

Step 1: Export Course continued	
Step	Action
Step 6	A receipt page will appear after selecting Course Materials and clicking Submit.
Step 7	Select Click here to download the generated package file to save the file to your computer. 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. See Figure 1.2.

COURSES > SPRING2007-POEM0001-POETRY TRANSLATION-255530 > CONTROL PANEL > EXPORT COURSE

Export Course

Receipt
[Click the right mouse button and select Save As.](#)
 Or click on the link above to download the package file.

Export Log:
 2007-01-25 03:02:07 - Status:

[View Details](#)
 Thursday, January 25, 2007 3:02:09 PM EST

Save As dialog box:
 Save As: rtFile_Spring2007-POEM0001-255530
 Where: Documents
 Format: PC ZIP Archive
 Buttons: Cancel, Save

Figure 1. 2- Save your file to your computer

Import your Course

Now that you have exported a course you may import the whole course package, or selected parts of the course through Import Package.

Step 2: Import Course	
Step	Action
Step 1	Click on the course you want to import the course package
Step 2	Go to the Control Panel
Step 3	Select Import Package under Course Options on the Control Panel to open the Import Course
Step 4	Select materials to include in the course from the import package. Click the Submit button. Screen looks similar to Figure 1.1

Course Copy changes for Course Cartridges

A new check box is available when copying content, which can also transfer any Adaptive Release rules along with the content.

A new check box is available to specify if Course Cartridge materials should be transferred along with other content. If cartridge materials are copied, any security restrictions (such as students needing purchased Access Keys) will still be in effect in the new course site.

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