Emerging Technologies: Blackboard 9.1

Exporting and Importing Courses in Blackboard
You can transfer course materials between Blackboard environments via the “Export and Import” process. The following document describes both processes:

Export a course from Blackboard by following these steps:
1. Login to Blackboard.
2. Enter the course you wish to export.
4. Select Export/Archive Course.
5. Click Export Package.
6. Click the checkboxes for the materials you wish to include in the export file. We recommend clicking the Select All option to include everything.
7. Scroll down and click Submit.
8. Once you receive an email letting you know that the Export process has completed, repeat steps 1 through 4 above to get back to the “Export/Archive Course” page.
9. You will see the exported course file as a zipped, clickable link in a list on this page. Right-click on the link and select Save Link As or Save Target As to save the file to your computer. Take note of where you saved this file. Do not open this zip file as it may render it useless.

Import a course into Blackboard by following these steps:
1. Login to Blackboard.
2. Enter the course into which you wish to Import the exported course file.
   Note: “Edit Mode” is in the upper, right-hand corner of your course. If it is not “On,” click the “Off” button to toggle it to “On” status.
5. Click Import Package/View Logs.
6. Click Import Package.
8. Navigate to the .zip file that you exported from Blackboard and select that file.
9. The file name should now appear in the “Selected File” field.
10. In section 3, “Select Course Materials,” click checkboxes representing the types of materials you wish to Import. We recommend clicking Select All to ensure everything you will need is imported.

11. Click Submit.

You will receive an on-screen message that you will be notified when your import is completed. The completion notification will arrive via email, but the request may take up to a few hours, depending on the exported course file’s size.