Export/Archive and Import Course

Contents

The **Export course** feature creates a ZIP file of your course content that you can import to another course or download offline. Unlike the archive course feature, the export course feature does not include any users or user interactions with the course. Exporting and importing a course can be an alternative to the Course Copy process.

The **Archive course** feature creates a frozen snapshot or permanent record ZIP file of your course. An archive includes all the content, course statistics, users, and course interactions, such as blog posts, discussions, attendance data, and grades. This can be downloaded and saved offline.

Export Settings

1. In the course, navigate to the **Course Management panel in** the lower left > Select **Control Panel > Packages and Utilities > Export/Archive Course**

2. On the **Export/Archive Course** page**,** select **Export Package**
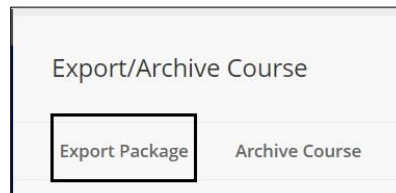
3. On the **Export Course** page, include only the links to course files or include the links and copies of the course files content.

   - For Copy links and include copies of the content, select Calculate Size to be sure that the package size doesn't exceed the displayed Allowed package size.
   - To remove files and folders from the package, select **Manage Package Contents.**
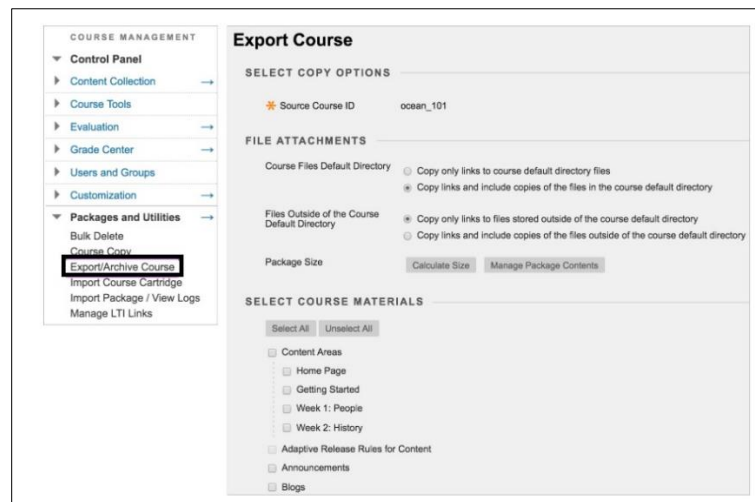
4. In the **Select Course Materials** section, select the check boxes for each course area and tool to export. John Jay Blackboard Support recommends choosing **Select All**

   - If you select Discussion Board, decide whether to include starter posts for each thread in each forum (anonymously) or include only forums with no starter posts.

     Note: If you will be importing this export into another course shell, it is recommended to select **only select Starter Posts.**

5. **Select Submit** to create export file

Download Export File Offline

Once the Export file has been created it will be listed under **File Name**

1. Select the **blue file name** to download the zip file.

PACKAGES CREATED MANUALLY

(i) The packages will be available for 30 days before they are automatically deleted.

FILE NAME	DATE CREATED
ExportFile_JJC01_CPEPPERS2_SBOX_20220818122053.zip	8/18/22 12:20 PM

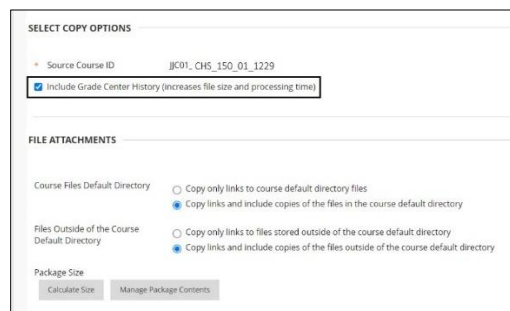*Note:* Export packages will be automatically deleted after **30 days.**

Archive Settings

1. In the course, navigate to the **Course Management panel** in the lower left > Select **Control Panel > Packages and Utilities > Export/Archive Course**

2. On the **Export/Archive Course** page**,** select **Archive Course**

Export/Archive Course

Export Package | Archive Course
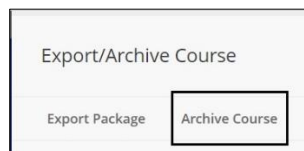
3. On the **Archive Course** page, optionally select the check box for **Include Grade Center History.** The file size and processing time will increase

Note: Selecting **Include Grade Center History** will keep a record of all student submissions and tests attempts. This file cannot be opened outside of Blackboard.

SELECT COPY OPTIONS

* Source Course ID   JJC01_CHS_150_01_1229
☑ Include Grade Center History (increases file size and processing time)

FILE ATTACHMENTS

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   ○ Copy only links to files stored outside of the course default directory
Default Directory   ◉ Copy links and include copies of the files outside of the course default directory

Package Size
Calculate Size | Manage Package Contents

4. In the **File Attachments** section, select whether to include only the links to course files or include the links and copies of the course files content.

   - For **Copy links and include copies of the content,** select *Calculate Size* to be sure that the package size doesn't exceed the displayed *Allowed package size*.

   - To remove files and folders from the package, select **Manage Package Contents.**

5. Select **Submit** to create archive file

Download Archive File Offline

Once the Archive file has been created it will be listed under **File Name**.

1. Select the **blue file name** to download the zip file.

PACKAGES CREATED MANUALLY

ⓘ The packages will be available for 30 days before they are automatically deleted.

| FILE NAME	DATE CREATED
ArchiveExFile_JJC01_CPEPPERS_SBOX4_20220818124942.zip	8/18/22 12:49 PM

Note: Archive packages will be automatically deleted after **30 days.**
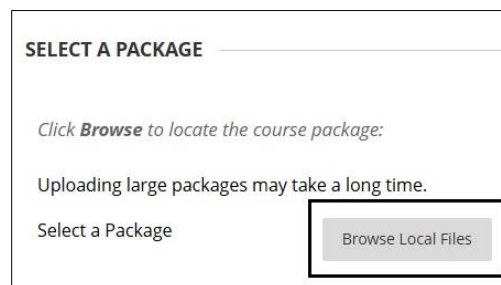
Import Course File

Importing a Course file allows an instructor to upload an exported course. It is like copying a course from one semester to another but rather using zipped files. It is recommended to ONLY import an **Export file** which has no student information rather than an Archived file which will have previous student information.

1. Access the course in which you want to upload the exported file. In the course, navigate to the **Course Management** panel in the lower left > Select **Control Panel > Packages and Utilities > Import Package/View Logs**

2. On the **Import Package** page, select **Import Package** button

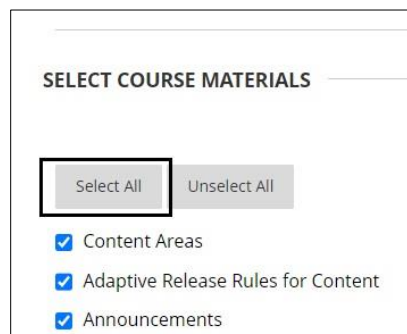Import Package / View Logs
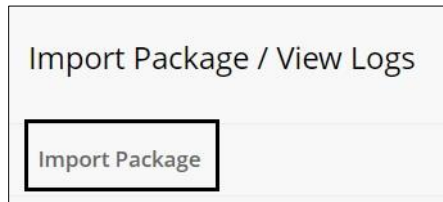
Import Package

3. On the Import package page, the Destination Course name will already be listed as that is the course you are currently in. Under **Select a Package** > Select **Browse Local Files**. Select the exported zip file you previously downloaded

SELECT A PACKAGE

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

Uploading large packages may take a long time.

Select a Package   Browse Local Files

Note: Institutional Hierarchy Node **does NOT** need to be selected.

4. Under **Select Course Materials** > choose **Select All**

SELECT COURSE MATERIALS

Select All   Unselect All

☑ Content Areas
☑ Adaptive Release Rules for Content
☑ Announcements

5. **Press Submit** in the lower right to begin the import. A purple bar will show at the top of the screen stating, "Success: This action has been queued. An email will be sent when the process is complete."

For more information and assistance, please email DOES Blackboard Support at blackboard@jjay.cuny.edu