



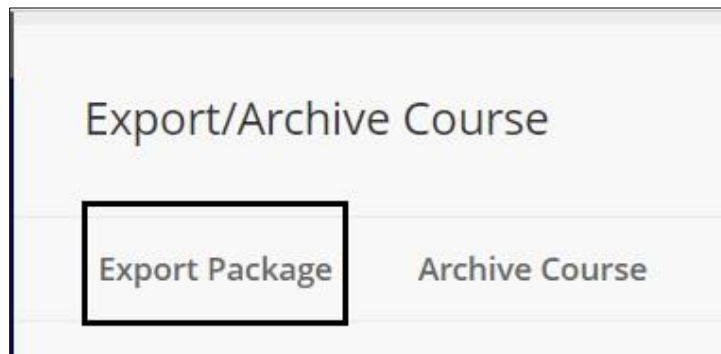
# Export Course from Blackboard and Import to Brightspace

Export Settings ..... 1  
Download Export File Offline..... 2  
Import into Brightspace..... 3

The **Export course** feature creates a ZIP file of your course content that you can import to into Brightspace or download offline for later use.

## Export Settings

1. Select course to export. 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. Under **File Attachments**, keep all default selections. No changes need to be made.

**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 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

4. In the **Select Course Materials** section, choose **Select All** to export all course materials.

**Note:** If you have used Starter Posts in Blackboard for Discussions, those Starter posts will NOT migrate over to Brightspace. Starter Posts refer to an instructor creating their own thread WITHIN a forum to start the conversation. Most instructors use the Description box to post questions. Questions posted in the Description box WILL import over into Brightspace.

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.

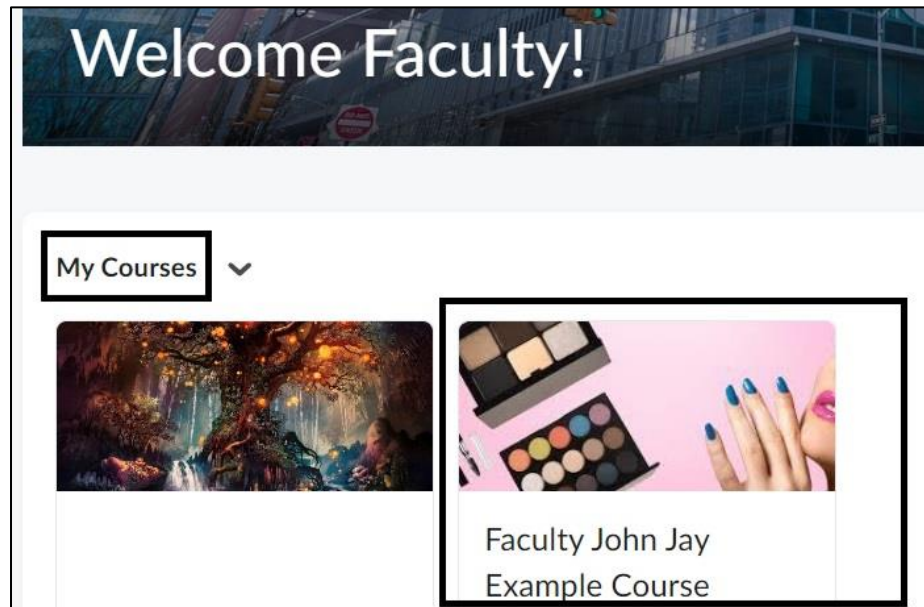
FILE NAME	DATE CREATED
<a href="#">ExportFile_JJC01_HIS_250_TEST_DEV_20240213083650.zip</a>	2/13/24 8:36 PM

## Import into Brightspace

1. Sign into Brightspace at [brightspace.cuny.edu](https://brightspace.cuny.edu)

**Note:** Use your CUNYLogin ([firstname.lastname@login.cuny.edu](mailto:firstname.lastname@login.cuny.edu)) to sign into Brightspace. This is the same username and password for Blackboard.

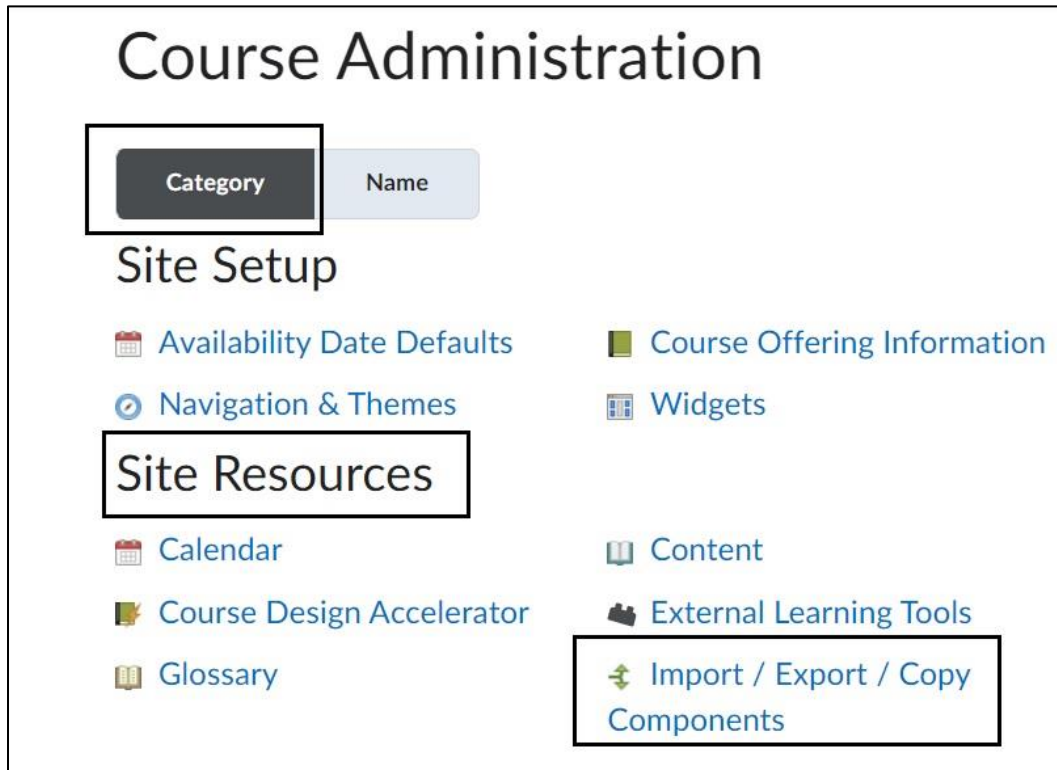
2. Under the **My Courses widget**, select the course that you want to import file to



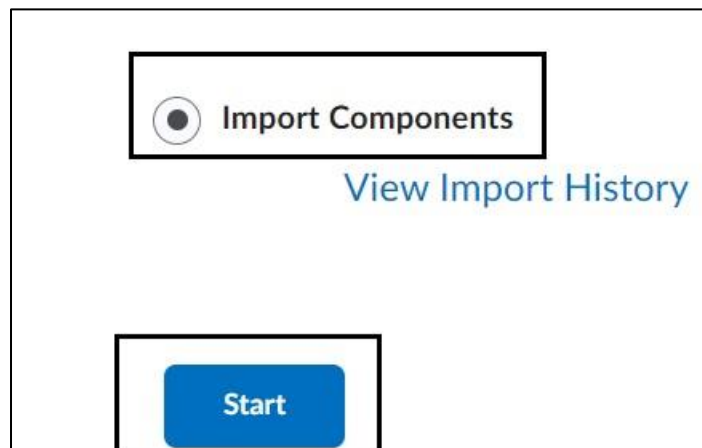
3. In the course, select **Course Admin** on the Nav Bar in the upper left



4. On the **Course Admin** page, under **Category > Site Resources >** select **Import/Export and Copy Components**




5. On the **Import/Export/Copy Components** page, scroll to the bottom of the page and select **Import Components > Select Start** to begin importing file



6. On the **Import Course Package** pop up box, select the **Upload** button to select the previously exported file. Once the file is listed, select **Import All Components** button to begin import

**Import Course Package**

to browse to your file. The file should be a .zip or another archive format. To add individual content (.doc, .ppt, .jpg, etc.), add a module in Content and place your file there.

 Upload


You can upload files up to a maximum of 2 GB.

**Import Course Package**


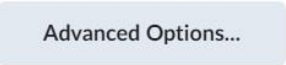
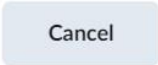
## Select File

You are about to import a course from a file.

You can upload files up to a maximum of 2 GB.

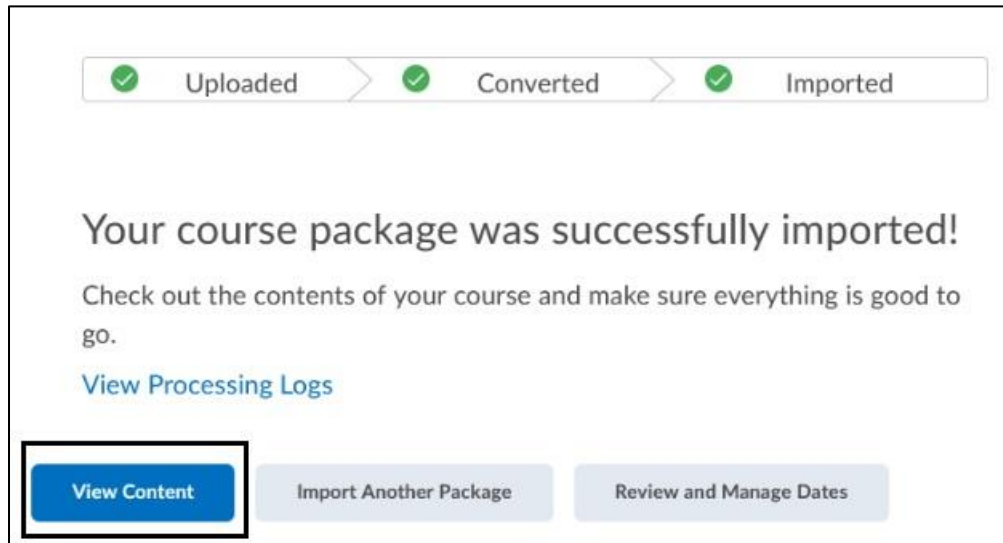
 ExportFile\_JJC01\_CRJ\_748\_401... (166.41 MB) X

[What is a course package? >](#)  
[What is supported? >](#)  
[Can I import only parts of my course? >](#)

**Note:** Depending on the size of the file, it could take several minutes to import materials.

7. Once the import is finished, you will see a “**Your course package was successfully imported!**” message.



8. Select **View Content** to be brought into your course and review your materials. It is important to review imported materials as not all files or tools may transfer.

Please visit the [John Jay LMS User Guides and Tutorials](#) page for more information.

For assistance, please email DOES LMS Support at [blackboard@jjay.cuny.edu](mailto:blackboard@jjay.cuny.edu)