Using Course Copy in Blackboard 9.1 SP9

The Export/Import function enables instructors to copy content from other courses they are teaching. Instructors can select areas, such as Announcements, Discussions, or other content areas to download and export/import from one course to another.

NOTE: Importing content from another course will override and delete any work you have already done in your new course.

Step 1: Log into the course from which you will be exporting the material. Click on the **Packages and Utilities** section of the Control Panel, and click on **Export/Archive Course**.

Step 2: In the Export/Archive Course page, choose **Export Package.** The Export Course page appears.

Step 3: Under Select Course Materials, choose the course materials that you want to include in the course export package.

NOTE: Use caution when selecting Settings>Availability and/or Duration, as these settings control access to the course, folders, and documents and should be reviewed to ensure if they are applicable in the destination course. Navigation Settings exports all settings found in Customization>Style, excluding the Banner Image.

Step 4: Click Submit to export this course with these settings. The Export/Archive Course page displays a Success message.

Step 5: After the selections for Export Course are submitted, the system creates the Export Package. A banner message appears indicating the status of the action. In several minutes, you will receive an automated email from the Blackboard Administrator alerting you that the Export file is now available to download. This email also contains messages regarding problems it encountered exporting any content.

Download the Export File

Step 1: After you receive the email, you must download the Export file before you can import it into your course. To download the Export file within Blackboard, choose **Control Panel > Packages > Export/Archive Course**. The Export/Archive Course page appears.

Step 2: In the Export/Archive Course page, right-click the **ExportFile_link** and choose **Save Link As...** (To do this in Safari on a Mac, select Control+left-click on the ExportFile_link and choose Download Linked File.)

Step 3: Save the Export file making note of its name and where you save it.

NOTE: Do not unzip an Export package or remove files from the package, otherwise it will not import correctly.

Import Course Files

Step 1: Go to the course from which you wish to import course content. Under the Control Panel, click on **Packages and Utilities**, then click on **Import Package/View Logs.**

Step 2: In the Import Package page, click **Import Package**.

NOTE: An Import package is a ZIP file of exported Course content. Importing a package into an existing Course copies the content of the package into the existing course. Import packages do not include user enrollments or records, such as discussion board posts and assessment attempts.

Step 3: Click on the **Browse** button to locate the file you exported earlier.

Step 4: Under **Select Course Material**s, select the course materials you will want to include in the course import, then click **Submit**.

NOTE: You might need to refresh your browser or log out and re-login to Blackboard in order to see your imported documents.