

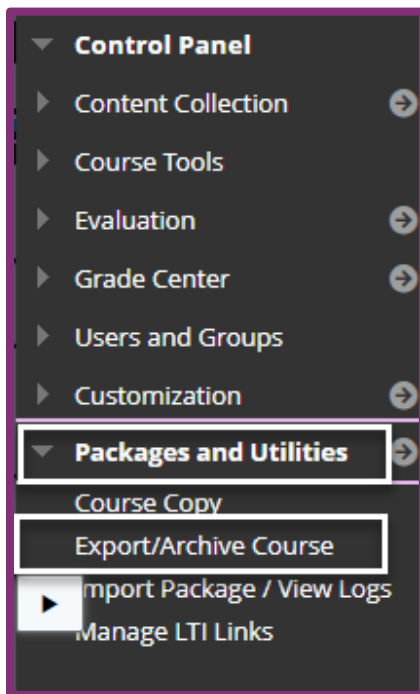
Export a Blackboard Course Package

Purpose: Move a Blackboard Course to Brightspace

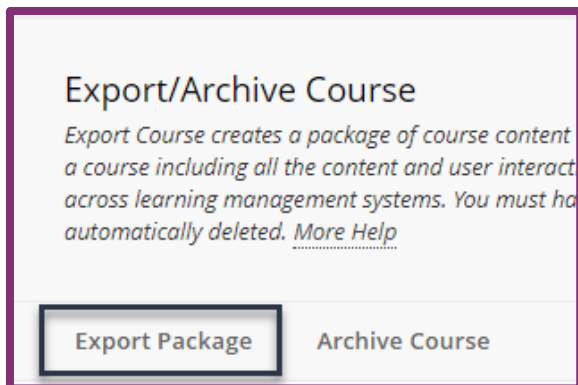
One option for moving your course from Blackboard to Brightspace is to export a course package from Blackboard. The next step is to import that course package into Brightspace, which is covered separately. Once you export and import the course package, you will need to check all content and assessments to clean up any issues.

Step-by-Step Directions to export a Blackboard Course Package

- Open the course that you want to export in Blackboard.
- In the Control Panel, select Packages and Utilities.
- Select Export/Archive Course.



- Select Export Package.



- Do not change the options for File Attachments
- Choose Select All & Submit

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.

Select All Unselect All

Content Areas

- Information
- Course Content

Adaptive Release Rules for Content

Announcements

Click **Submit** to proceed.

Cancel **Submit**

- For Discussions, select the second option to include only the forums, with no starter posts.

Note: If you want to select individual options, you are able to do so. Any selection of graded items (assignments, discussions, tests) needs to include Grade Center Columns and Settings and the content area where the assessment is deployed.

You will receive a success message when the process begins.

You will receive an email when the process concludes.

- Navigate back to Packages and Utilities and select Export/Archive Course again.
- Download the Export File by clicking on the file.

PACKAGES CREATED MANUALLY

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

FILE NAME	DATE CREATED	AVAILABLE UNTIL
ExportFile_SBX_500892074_UBNTEST_98431_20240402103841.z...	4/2/24 10:38 AM	5/2/24