

Export a Blackboard Course Package

Purpose: Move a Blackboard Course to Brightspace

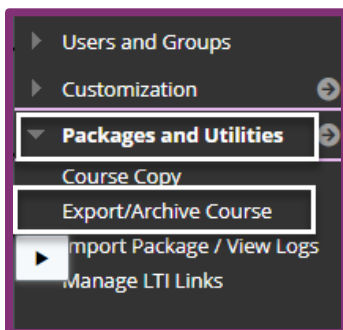
One option for moving your course from Blackboard to Brightspace is to export a course package from Blackboard. The next step is to import that course package into Brightspace, which is covered separately. Once you export and import the course package, you will need to check all content and assessments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

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

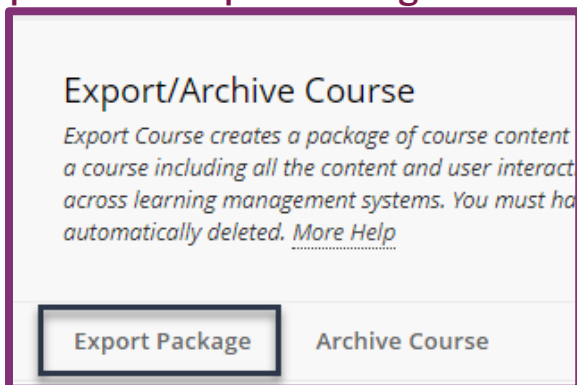
Step 1. Open the course that you want to export in Blackboard.

Step 2. In the Control Panel, select Packages and Utilities.

Step 3. Select Export/Archive Course.



Step 4. Select Export Package.



Step 5. Select the second option for both File Attachments selections.

- The first option, Course Files Default Directory, ensures that all files linked in your course content are included. The second option, Files Outside of the Course Default Directory, ensures that all files not linked in your course content and images are exported.

FILE ATTACHMENTS

Choose between copying only the links to files or the links and new copies of every file attached within the course. Click **Calculate Size** to see the package size.

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

Step 6. 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.

Content Areas
 Information
 Course Content

Adaptive Release Rules for Content
 Announcements

Click **Submit** to proceed.

Note: If you want to select individual options, you can do so. Any selection of graded items (assignments, discussions, tests) needs to include Grade Center Columns and Settings. For Discussions, select the second option to include only the forums, with no starter posts.

You will receive a success message when the process begins.

You will receive an email when the process concludes.

Step 7. Navigate back to Packages and Utilities and select Export/Archive Course again.

Step 8. Download the Export File by clicking on the file.

PACKAGES CREATED MANUALLY

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

The file will be available in your Downloads folder unless you have selected another folder. If you are on a shared computer, be sure to save the file to a flash drive.