

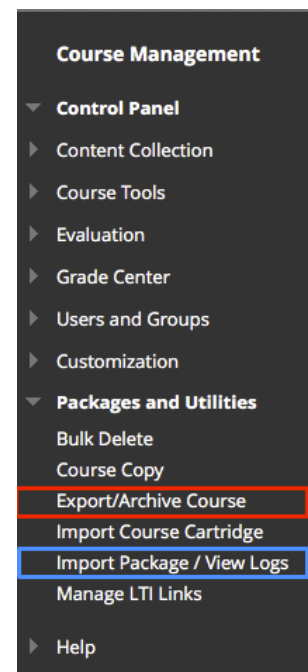
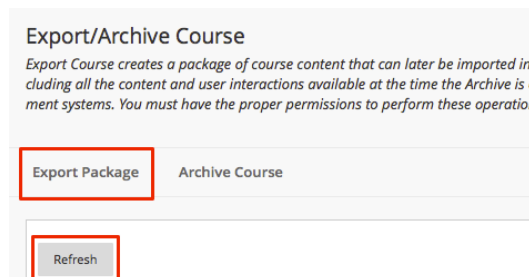
Importing and Exporting a Blackboard Course

Exporting a course creates a ZIP file of the course content called a course package. You can import course packages into any of your Blackboard Learn courses. Exporting a course includes only the course content. The export does not include any student information such as blog posts or grades.

Do not unzip or extract a course package. Do not remove files from the package or try to import a file contained with the package. You can only import or restore the course if the package is intact. Editing the ZIP file and then importing or restoring the package results in unstable and unpredictable behavior in the course.

Export an Existing Course

1. On the **Control Panel**, expand the **Packages and Utilities** section and click **Export/Archive Course**.
2. On the Export/Archive Course page, click **Export Package** tab.
3. In the Select Course Materials section, select the checkboxes for each course area and tool you would like to export.
4. Click **Submit**.
5. When you submit the Export Course page, the system begins to create the course package. When the package is complete, you will receive an email.
6. After you receive the email, click the Refresh button which will then allow you to download the course package by clicking on the “ExportFile_coursename.zip” link.



7. Save the file to an appropriate location and do not unzip the contents.

Import an Existing Course

1. From the **Control Panel**, under **Packages and Utilities**, click **Import Package/View Logs**.
2. Click **Import Package**.
3. Under **Select a Package**, click the “Browse My Computer” button and navigate to the where you exported the course package to.
4. Select the **course materials** to include.
5. Click **Submit**.
6. Once the import is complete you will receive an email confirming that the operation was complete.

Import Package / View Logs

Import a package file of course content for use in the course. Command 8.0. View the log files that are generated after each import. The m this operation. [More Help](#)

Import Package