

# Queensborough Community College Blackboard Faculty Assistance Documentation

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ACADEMIC COMPUTING CENTER

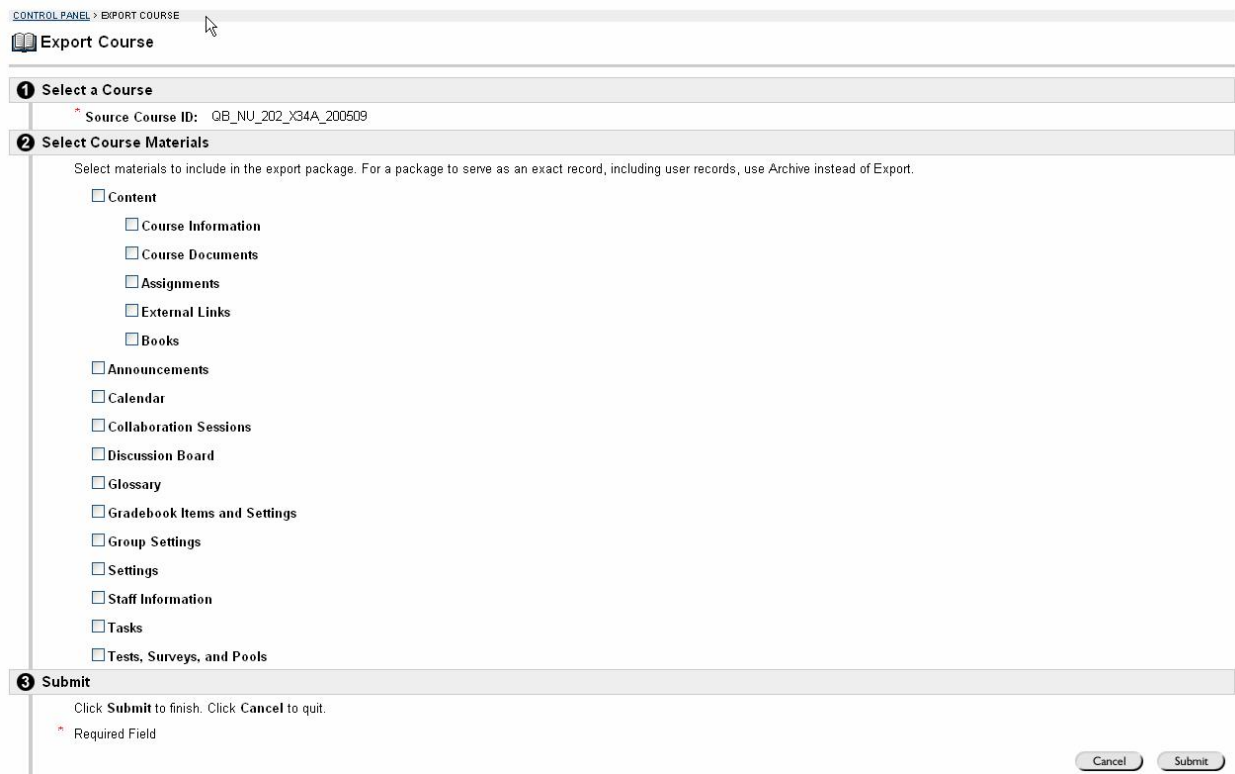
## Exporting Course Content in Blackboard

How to export course information from your previous semester/year's course into your current semester's course.

1. Login to Blackboard via the CUNY Portal
2. Follow the link to your previous semester's course (ex. Fall 2005)
3. Go to the “Control Panel”



4. Under “Course Options” follow the “Export Course” link

A screenshot of the Blackboard 'Export Course' interface. The interface is divided into three main sections: '1 Select a Course', '2 Select Course Materials', and '3 Submit'. The '1 Select a Course' section shows a breadcrumb trail 'CONTROL PANEL > EXPORT COURSE' and a book icon next to 'Export Course'. Below this, it says 'Source Course ID: QB\_NU\_202\_G34A\_200509'. The '2 Select Course Materials' section has a heading '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.' and a list of checkboxes for various course materials: Content (with sub-items: Course Information, Course Documents, Assignments, External Links, Books), Announcements, Calendar, Collaboration Sessions, Discussion Board, Glossary, Gradebook Items and Settings, Group Settings, Settings, Staff Information, Tasks, and Tests, Surveys, and Pools. The '3 Submit' section has a heading 'Submit' and a note 'Click Submit to finish. Click Cancel to quit.' Below this is a 'Required Field' indicator and two buttons: 'Cancel' and 'Submit'.

5. Select the Course Materials you wish to export. For the beginning or end of the semester you can select all items. At any time you can select single items such as “Tests, Surveys, and Pools”.
6. Scroll to the bottom of the screen and click “Submit”

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COURSES > NU 202 104A: ADVANCED NURSING CARE OF PERSONS WITH COMPLEX SELF-CARE NEEDS/DEFICITS 10862 > CONTROL PANEL > EXPORT COURSE

### Export Course

#### Receipt

Click the right mouse button and select **Save As**  
Or click on the link above to download the package file.

#### Export Log:

2006-01-27 10:49:51 - Status: The operation export has completed.

[View Details](#)

Friday, January 27, 2006 10:49:51 AM EST

OK

7. You should see an Export Course Receipt page.
8. Follow the instructions on the screen. “**Click the right mouse button and select Save As**”
9. Save the file to a location on your computer where you can find it for the Import Package procedure.
10. Once the file is saved, click OK
11. You will be brought back to the Control Panel of your course.

## Importing Course Content in Blackboard

How to import course information from your previous semester/year’s course into your current semester’s course.

1. Login to Blackboard via the CUNY Portal. If you are already in Blackboard, click on the My Institution tab.
2. Follow the link to your current semester’s course (ex. Spring 2006)
3. Go to the “**Control Panel**”

Course Options	
<a href="#">Manage Course Menu</a>	<a href="#">Import Course Cartridge</a>
<a href="#">Manage Tools</a>	<a href="#">Import Package</a>
<a href="#">Settings</a>	<a href="#">Export Course</a>
<a href="#">Recycle Course</a>	<a href="#">Archive Course</a>
<a href="#">Course Copy</a>	<a href="#">Resources</a>

4. Under “Course Options” follow the “**Import Package**” link

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CONTROL PANEL > IMPORT PACKAGE

### Import Package

- 1 Select a Course**

\* Destination Course ID: QB\_NU\_202\_X34A\_200509
- 2 Select a Package**

Browse to locate the course package:  
Importing large files may take a long time. If the browser times out, allow time for the import process to finish before attempting to import again.

\*
- 3 Select Course Materials**

Select materials to include in the import process. To recreate a course from an archive package, including user records, use Restore instead of Import.

  - Content
  - Announcements
  - Calendar
  - Collaboration Sessions
  - Discussion Board
  - Glossary
  - Gradebook Items and Settings
  - Group Settings
  - Settings
  - Staff Information
  - Tasks
  - Tests, Surveys, and Pools
- 4 Submit**

5. Under section 2 Select a Package, click on the Browse button.
6. A File Upload window will be displayed, navigate to the Export file you saved previously (Export\_CourseID).
7. Click on the file and then click Open.
8. Select the Course Materials you wish to import. For the beginning of the semester you can select all items. At any time you can select single items such as “**Tests, Surveys, and Pools**”.
9. Scroll to the bottom of the screen and click “**Submit**”
10. You should see an Import Package Receipt page. Click OK to clear the receipt.
11. You will be brought back to the Control Panel of your course.
12. From here you can click on the content area to view your imported items.