Blackboard

Export, Save, and Import Your Course

Why do I have to Export and Save my course?

Blackboard keeps courses on the system for 2 years after they are created. After 2 years, courses need to be removed from the system to make room for courses being taught in upcoming semesters. When you export the course, student data (i.e. assignment submissions, enrollments, grades, etc.) are not included. This file can also be uploaded into Blackboard at any time, either here at Towson or at another institution by importing your course.

To export a Blackboard course...

1. Log into Blackboard with your Towson **NetID and Password**

2. Enter the course you'd like to export

3. Click on **Packages and Utilities** on the left hand menu

4. Select **Export/Archive Course**/

5. At the top of the page, click **Export Package**

6. Your current course will be selected as the **Source Course**

7. Scroll down to the **Select Course Materials** section

8. Choose **Select All**

9. Click **Submit**

10. Refresh the page to view your **ExportFile.zip**. This process may take up to 10 minutes depending on the size of the course and the content inside.
    Please Note: If you run into problems exporting your course, it may be too large to export. If this happens, please contact Blackboard Support.

11. Click the **ExportFile.zip** to download the package to your computer.
    Please Note: To use this ExportFile.zip, you'll need to import the course package into a course on a Blackboard system. You do not need system administrator permission to import your course.

Saving your Export file to OneDrive

Once you've exported your file and downloaded it to your computer, you can save the file to multiple locations. The following steps will show you how to save the file to your OneDrive account.

1. Go to https://onedrive.towson.edu

2. Log in with your Towson **NetID and Password**

3. Click the **Upload** button

4. Select **Files**

5. In the pop-up window, locate the **ExportFile.zip** package on your computer and select it

6. Click **Open**

7. Once the package uploads, you will see it listed on your **Files** page

To import a Blackboard course...

Importing your course allows you to reuse the content you created in a new course.

1. Log into Blackboard with your Towson **NetID and Password**

2. Enter the course you'd like to import your course package to

3. Click **Packages and Utilities** on the left hand menu

4. Select **Import Package/View Logs**

5. At the top of the page, click **Import Package**

6. Your current course will be selected as the **Destination Course**

7. Click **Browse My Computer** to locate the **ExportFile.zip**. If the package is in your OneDrive, you will need to download a copy of the package from OneDrive to your local computer.

8. Scroll down to the **Select Course Materials** section

9. Choose **Select All**

10. Click **Submit**
    Please Note: The import process may take up to 10 minutes depending on the size of original course.