

Managing Course Files: Archive, Export, Import

Definitions

Archive takes a snapshot of the class as it is at the point you do the archive. It takes the entire class and puts it into one file. It is possible to copy user information with an archive. A **best practice** is to archive all classes at the end of every semester and save them on a hard drive or USB drive.

Export allows selected portions of a class to be put into a file. Typically, an export happens when it is desirable to move content from one course to another. A **best practice** is to export portions of the class that are likely to be reused in subsequent semesters.

Import allows class materials to be brought into a class from an export file. When importing, it is possible to use an archive file but an export file is preferred because for some unknown reason materials coming into Blackboard as a result of an export take far less space than those coming in from an archive – even if the exact same materials are brought in.

When to Archive/Export

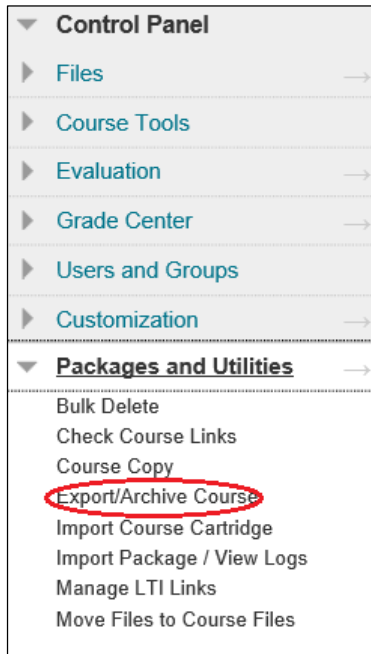
This can be done any time but courses are typically set up for export and archive at the end of each semester.

When to Import

Import can happen at any time but typically imports are completed in preparation for an upcoming semester. Using the export file to copy materials into a new class can be a great help in preparation for a class.

How to Archive

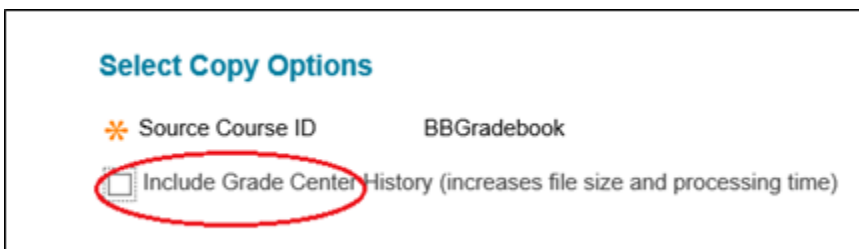
1. Log in to Blackboard
2. Go into the course to be archived
3. Click on **Packages and Utilities**
4. Click on **Export/Archive Course**



5. Click on **Archive Course**



6. Choose whether or not to save the grades



7. Determine whether you will link to copies of files or copy the links and the files

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 make sure that the package size does not exceed the limit.*

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

Package Size

8. Click Submit

How to Export

1. Log in to Blackboard
2. Go into the course to be exported from
3. Click on **Packages and Utilities**
4. Click on **Export/Archive Course**
5. Click on **Export Package**



6. Choose the sections to be exported and then hit **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
 - Course Documents
 - Assignments
 - Home Page
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Content Alignments
- Discussion Board
 - Include starter posts for each thread in each forum (anonymized)
 - Include only the forums, with no starter posts

7. Depending on the size of the file, it may take some time for the export or archive to complete. When it is completed, an email will be received.

What to Do After E-mail is Received that Export/Archive is Complete

1. Log in to Blackboard
2. Go into the course that was exported/archived
3. Click on **Packages and Utilities**
4. Click on **Export/Archive Course**
5. Find the **Archive** and/or **Export File**

Export/Archive Course

Export Course creates a package of course content that can later be imported into the same course or a different course. Archive Course creates a permanent record of a course including all the content and user interactions available at the time the Archive is created. Export Common Cartridge creates a package that can be shared across learning management systems. You must have the proper permissions to perform these operations. [More Help](#)

Export Package Archive Course Export Common Cartridge Package

Refresh

| File Name | Date Created |
|---|-----------------|
| ExportFile_BBGradebook_20140609104229.zip | 6/9/14 10:43 PM |

Displaying 1 to 1 of 1 items Show All Edit Paging...

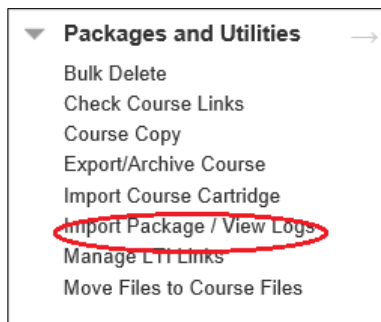
6. To get the file off of Blackboard and onto a hard drive

- a. Right-click on the desired file
 - i. In Internet Explorer, choose **Save Target As**
 - ii. In Chrome or FireFox, choose **Save Link As**
- b. Choose a location to put the file where it can be easily found

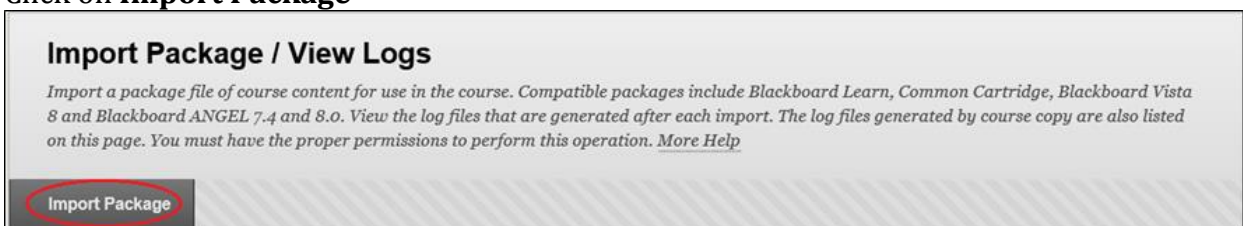
How to Import

Whenever possible, import from an Export file as opposed to an Archive file. Importing from an archive file uses roughly five times more space than importing from an export file even if the same sections are imported.

1. Log in to Blackboard
2. Go into the course that needs the import
3. Click on **Packages and Utilities**
4. Click on **Import Package/View Logs**



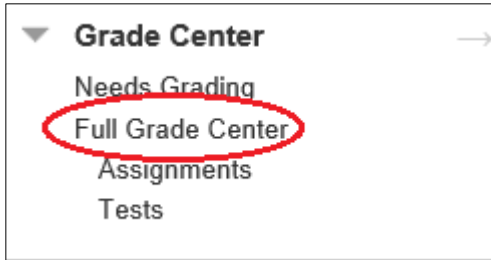
5. Click on **Import Package**



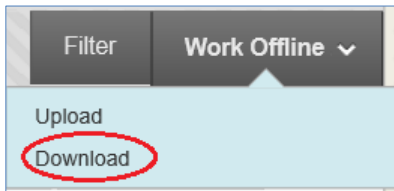
6. Choose the sections to be imported and then hit **Submit**

How to Export Grade Center Only to an Excel File

1. Log in to Blackboard
2. Go into the course that contains the Grade Center to be downloaded
3. Click **Full Grade Center**



4. Click **Work Offline**
5. Click **Download**



6. Assuming the full grade center needs to be downloaded, leave the defaults as they are
7. Click **Submit**
8. Click **Download** and save the file in a place where it can be found

Additional Resources: Blackboard Help <https://help.blackboard.com>