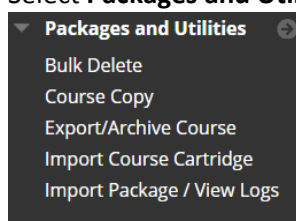# BLACKBOARD: COPYING, EXPORTING & IMPORTING COURSES (ACADEMIC)

Blackboard allows an instructor to copy courses so that an instructor can create a master course and copy materials and the course structure into different sections or so that an instructor can copy a previous course into a current course. Instructors may also export a course and import a course from one Blackboard system to another. In most cases, instructors will copy their courses.

Copying Course Content from One Course to Another:

1. Log into **Blackboard**
2. Navigate to your **previous course**
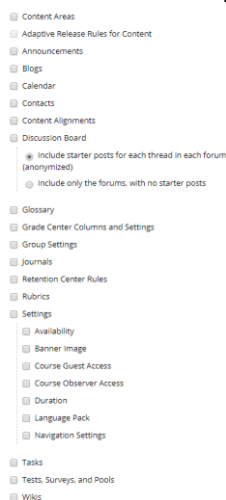3. Select **Packages and Utilities>Course Copy**

4. Select **Browse**

5. Browse and **select the new course in which you wish to copy your content**
6. Select **Submit**
7. Carefully select **Course Materials** you wish to have the system copy into your new course. Do NOT copy enrollments.
   Note: If you want graded items such as assignments, tests, discussion boards, journals, blogs, wikis, etc., then you must also copy the grade center columns and settings.

8. Select **Submit** (Be patient, copying your course takes time and you may not receive an email)

Exporting Course Content:
1. Log into **Blackboard**
2. Navigate to your **previous course**
3. Select **Packages and Utilities>Export/Archive**
4. Select **Export Package**

> Export Package
>
> Refresh

5. Select **Course Materials** you wish to have the system copy into your new course
   Note: *If you want graded items such as assignments, tests, discussion boards, journals, blogs, wikis, etc., then you must also copy the grade center columns and settings.*

6. Select **Submit** (Be patient, building your package takes time and you may not receive an email)
7. Select **Refresh**
8. **Right click and save** the export file to your computer (This will be a proprietary zipped file)

Importing Course Content:
1. Log into **Blackboard**
2. Navigate to the **course in which you wish to import your exported data**
3. Select **Packages and Utilities>Import Package**
4. Select Import Package

> Import Package

5. **Browse and select the zipped file** you exported from Blackboard
6. **Select Course Materials** you wish to have the system copy into your new course
   Note: *If you want graded items such as assignments, tests, discussion boards, journals, blogs, wikis, etc., then you must also copy the grade center columns and settings.*

9. **Submit** (Be patient, building your package takes time and you may not receive an email)

   *Note: **Courses older than Fall of 2015 must be imported by** Judy Dehle. Please email Judy and include the following information: Previous course year, semester, number & section as well as current course number & section. If you wish to have the Grade Center and other tools imported such as the grade center, discussion board or other interactive tools include that specific information in your email.*