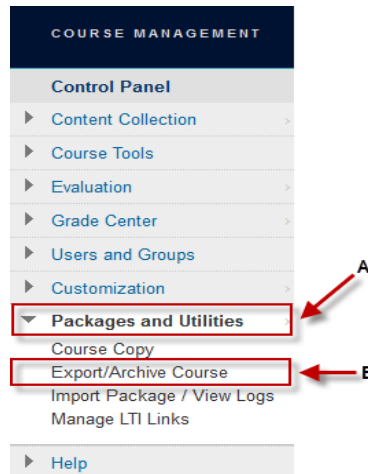


In addition to copying courses, instructors and course builders have the ability to export and import their course's content into course packages (.zip files). The export package option also provides a way for instructors/builders to download and save the course package file to their computers. Please follow the steps in this document to see how to export and import course packages.

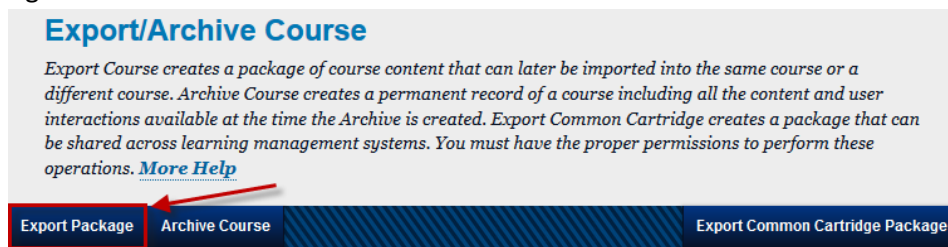
Exporting Packages:

1. Login to [eCampus](#) and navigate to the **course** you would like to export the course package from.

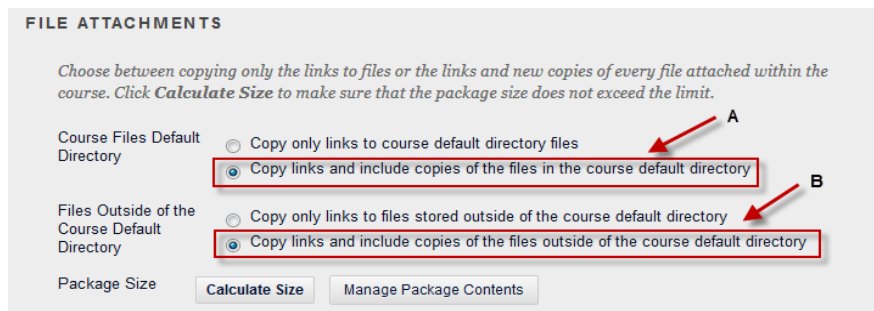
2. Scroll down to the **Control Panel**, and click **Package and Utilities**, then click **Export/Archive Course**.



3. Click the **Export Package** button. The Export/Archive Course page will show any existing course packages.



4. On the Export Course page, scroll down to the File Attachments area, and make sure the **“Copy links and include copies of the files in the course default directory”** and **“Copy links and include copies of the files outside of the course default directory”** options are selected.



5. Scroll down to Select Course Materials. Users may choose specific **elements** to include or simply click **Select All**. To avoid errors and missing content, we recommend using the **Select All** option.

Select Course Materials

Select All Unselect All

- Content Areas
 - Course Home
 - Course Information
 - Course Content
 - Campus Resources
 - How to Use this Template
- Adaptive Release Rules for Content

User criteria will not be captured if enrollments are not included. Assignment submissions will not be captured if the Grade Center columns and settings are not included.
- Announcements
- Blogs
- Calendar
- Contacts
- Content Alignments
- Discussion Board
 - Include starter posts for each thread in each forum (anonymized)
 - Include only the forums, with no starter posts
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
 - Banner Image
 - Language Pack
 - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

- Click the **Submit** button at the bottom of the page to start the export package process.



- The banner below will appear at the top of the page indicating that the export package process has started and an email will be sent to the instructor or builder once complete.

Success: This action has been queued. An email will be sent when the process is complete.

- After the course package has been created, return to the Export/Archive Course page. Simply click on the **course package** to save and download the file to the computer.
(Note: It is extremely important NOT to unzip or edit the course packages in any way after downloading them. Doing so may cause errors when importing the package later.)

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
<input type="button" value="Refresh"/>		
File Name	Date Created	
<div style="border: 1px solid red; display: inline-block; padding: 2px;">ExportFile_star13132.201501_20151110120634.zip</div>	1/14/15 4:49 PM	

Importing Packages:

- Login to [eCampus](#) and navigate to the **course** you would like to import the course package to.
- Scroll down to the **Control Panel**, and click **Package and Utilities**, then click **Import Package / View Logs**.

COURSE MANAGEMENT

- Control Panel
- ▶ Content Collection >
- ▶ Course Tools >
- ▶ Evaluation >
- ▶ Grade Center >
- ▶ Users and Groups >
- ▶ Customization >
- ▼ Packages and Utilities < A
- Course Copy
- Export/Archive Course
- Import Package / View Logs < B
- Manage LTI Links
- ▶ Help

- Click the **Import Package** button. The Import Package / View Logs page will show any course packages that have previously been imported.

Import Package / View Logs

Import a package file of course content for use in the course. Compatible packages include Blackboard Learn, Common Cartridge, Blackboard Vista 8 and Blackboard ANGEL 7.4 and 8.0. View the log files that are generated after each import. The log files generated by course copy are also listed on this page. You must have the proper permissions to perform this operation. [More Help](#)

Import Package

- On the Import Package page, scroll down to the Select a Package area, and click the **Browse My Computer** button.

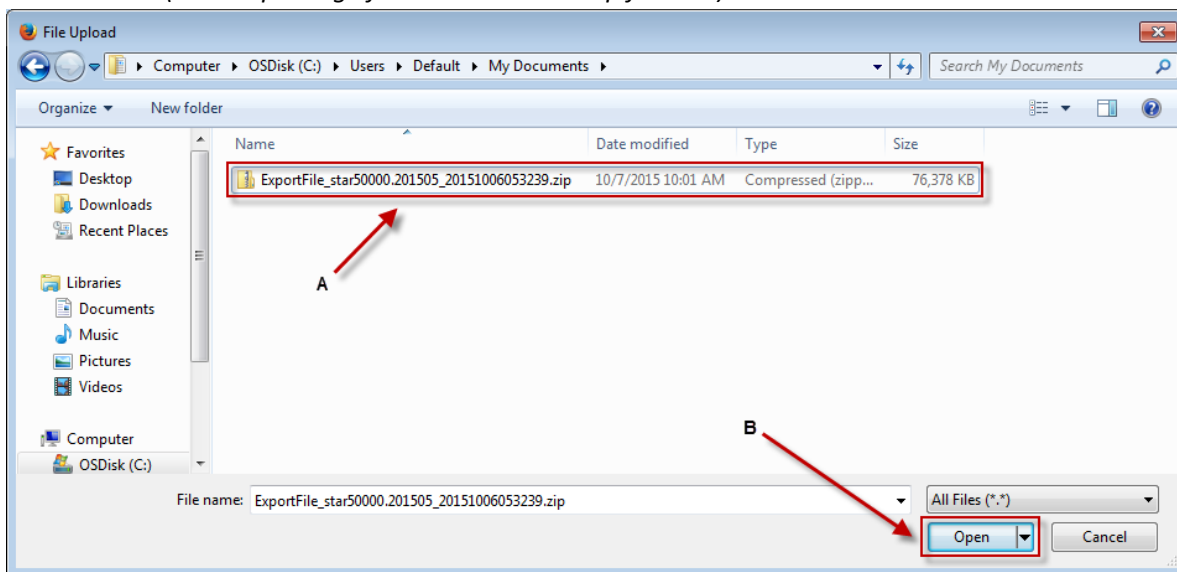
SELECT A PACKAGE

Click **Browse** to locate the course package:

Uploading large packages may take a long time.

Select a Package **Browse My Computer**

- Find and select the already exported course **package** from your computer, then click the **Open** button. (Course package files will be in the .zip format.)



- Ignore the Institutional Hierarchy Nodes area, as these settings are not needed.

INSTITUTIONAL HIERARCHY NODES

Click **Find Node** to search for the nodes you would like to add this course to.

Add Node **Find Node**

7. Scroll down to Select Course Materials. Users may choose specific **elements** to include or simply click **Select All**. To avoid errors and missing content, we recommend using the **Select All** option.

Select Course Materials

Select All Unselect All

- Content Areas
 - Course Home
 - Course Information
 - Course Content
 - Campus Resources
 - How to Use this Template
- Adaptive Release Rules for Content
User criteria will not be captured if enrollments are not included. Assignment submissions will not be captured if the Grade Center columns and settings are not included.
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- Journals
- Retention Center Rules
- Rubrics
- Settings
 - Banner Image
 - Language Pack
 - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

8. Click the **Submit** button at the bottom of the page to start the import package process.



9. The banner below will appear at the top of the page indicating that the import package process has started and an email will be sent to the instructor or builder once complete.

Success: This action has been queued. An email will be sent when the process is complete.