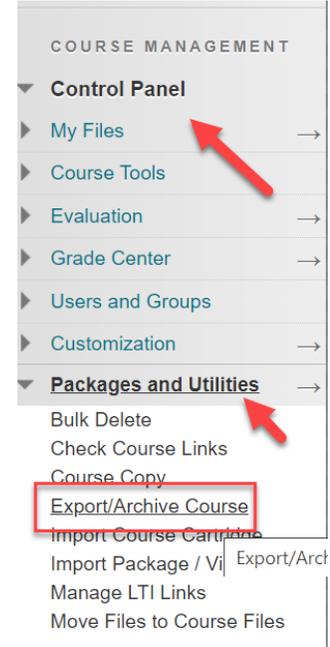


How to Create and Export a Blackboard package and Import into Brightspace: Quizzes Assignments and Discussions

One question faculty ask is can they just import their Blackboard course into Brightspace. The easy answer is yes, exporting a course from Blackboard is possible and importing that package into Brightspace is possible. However, the folder structure of Blackboard does not transfer well to Brightspace and will create a very confusing experience for students.

Therefore, after many hours of testing, SUNY WCC's Office of Online Education highly recommends that faculty download their course files from Blackboard and incrementally add course files to the learning modules within our Brightspace course template. We understand that some content, such as exams, assignments and discussions are more difficult to build from scratch in a learning management system. This document provides step by step instructions for exporting your quizzes, assignments and discussions from Blackboard and importing them into Brightspace.

1. Log into Blackboard and navigate to the course you want to export.
2. Once inside the course, click Packages and Utilities in the Control Panel, and then "Export/Archive Course"
3. Click on Export Package:



4. Leave the default options:



FILE ATTACHMENTS

Choose between copying only the links to files or the links and new copies of every file attached to 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

Files Outside of the Course Default Directory

- Copy only links to files stored outside of the course default directory
- Copy links and include copies of the files outside of the course default directory

Scroll down to Select Course Materials. We strongly recommend that instructors not export all content because we have found that some items do not transfer well into Brightspace.

SELECT COURSE MATERIALS

Select materials to include. To recreate a course from an archive:

Select All Unselect All

- Content Areas
- Adaptive Release Rules for Content
- 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
 - Availability
 - Banner Image
 - Course Guest Access
 - Course Observer Access
 - Duration
 - Enrollment Options
 - Language Pack
 - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

1. Select the Discussion Board and select Include only the forums, with no starter posts.
2. **Be sure to select Grade Center Columns and Settings.**
3. Select Tests, Surveys and Pools.
4. Click on Submit.

5. You will see the green success bar at the top of the page. Once you receive an email informing you the course export is complete, click on the Refresh button.

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

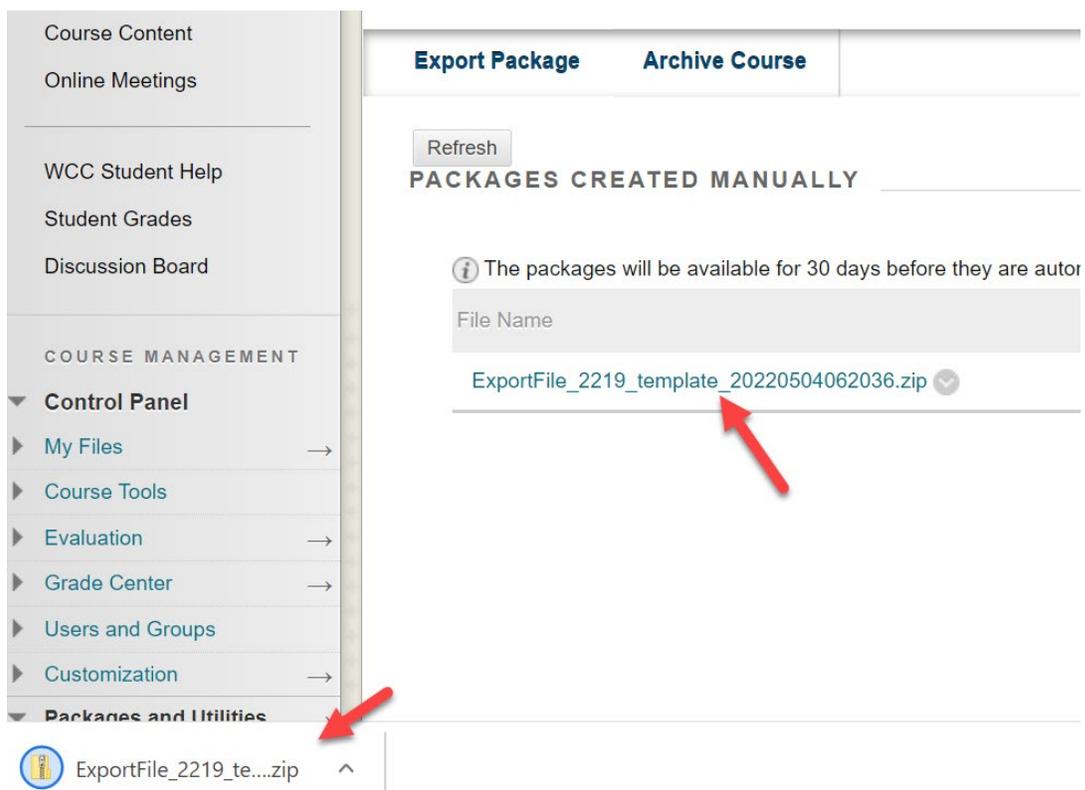
Export/Archive Course

Export Course creates a package of course content that can later be imported into the same course permanent record of a course including all the content and user interactions available at the time creates a package that can be shared across learning management systems. You must have the p: exports are available for thirty days before they are automatically deleted. [More Help](#)

Export Package **Archive Course**

Refresh 

6. The export file will now display. Click on the file to automatically download the file to your local computer.

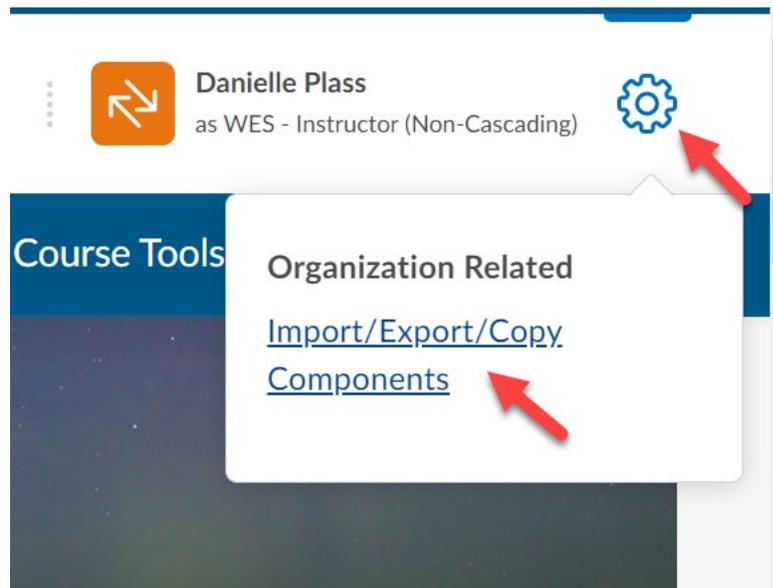


The screenshot shows a sidebar menu on the left with categories like 'Course Content', 'Online Meetings', 'WCC Student Help', 'Student Grades', and 'Discussion Board'. Under 'COURSE MANAGEMENT', there is a 'Control Panel' section with items like 'My Files', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', and 'Customization'. Below that is 'Packages and Utilities'. A red arrow points to the 'Packages and Utilities' section in the sidebar.

The main content area has a header with 'Export Package' and 'Archive Course' tabs. Below the header is a 'Refresh' button. The main heading is 'PACKAGES CREATED MANUALLY'. An information icon is followed by the text: 'The packages will be available for 30 days before they are autor'. Below this is a 'File Name' field containing the text 'ExportFile_2219_template_20220504062036.zip' with a dropdown arrow. A red arrow points to this file name.

At the bottom of the page, a file icon is shown next to the text 'ExportFile_2219_te....zip' with an upward arrow.

7. Log into Brightspace and navigate into the course you want your content imported.
8. In the upper right of your screen, click on the cog icon next to your name. Click on Import/Export/Copy Components.



9. On the page that opens, scroll down to the bottom of the page and click on Import Components. Then click on Start.

Import/Export/Copy Compon

What would you like to do?

- Copy Components from another Org Unit
[What is an Org Unit?](#)

**be sure to
scroll down**

Course to Copy:

Search for offering

Include protected resources

Import Components

[View Import History](#)

10. You will then be given the option to upload the file you downloaded from Blackboard. To upload the file, drag and drop the zip file from your computer to the upload box.

Export as Common Cartridge
What is Common Cartridge?

Export as Thin Common Cartridge
What is Thin Common Cartridge?

Import Components
View Import Instructions

Start

Import Course Package

to browse to your file. The file should be a .zip or another archive format. To add individual content (.doc, .ppt, .jpg, etc.), add a module in Content and place your file there.

Upload

You can upload files up to a maximum of 2.93 GB.

What is a course package? >

What is supported? >

Can I import only parts of my course? >

ExportFile_2219_te...zip

11. On the confirmation page, click on Advance Options.

Import Course Package

You are about to import a course from a file.

You can upload files up to a maximum of 2.93 GB.

ExportFile_2219_template_2022... (15.77 KB) X

What is a course package? >

What is supported? >

Can I import only parts of my course? >

Import All Components Advanced Options... Cancel

12. The conversion process will begin. This can take some time depending on the size of your course package. Once complete, click on Continue.

Converting Your Course Package (Step 1 of 5)

Status:

Your course package format is being converted for import.

 Uploading your package...

13. On the next page, click on Continue again.

Reading Your Course Package (Step 2 of 5)

Status:

Your course package is being analyzed to discover available components for import.

- ✓ Downloading the file
- ✓ Reading the package

Continue

Go Back

Cancel

14. On the Customize your Course page, we recommend the selections below:

Select Components to Import

Select All Components

Content (3 item(s))
 Import all items
 Select individual items to import

Discussions (2 item(s))
 Import all items
 Select individual items to import

Assignments (1 item(s))
 Import all items
 Select individual items to import

Grades (16 item(s))
 Import all items
 Select individual items to import

Quizzes (3 item(s))
 Import all items
 Select individual items to import

- Select Discussions, Assignments, and Quizzes
- **DO NOT select Grades.**
- Click on Continue.

13. Confirm your selections and click on Continue.

Confirm Your Selections (Step 4 of 5)

Components to Import

Content
3 of 3 item(s) selected to import. [Modify](#)

Advanced Options

Import file to:
/content/enforced/15560-WES-2022_010_20220416060557/

[How do I select where to import the file to?](#)

14. You will receive a message that your course was successfully imported.

Importing "ExportFile_2219_template_202205040"



Your course package was successfully imported!

Check out the contents of your course and make sure everything is good to go.

[View Content](#)

[Import Another Package](#)

[Review and Manage Dates](#)