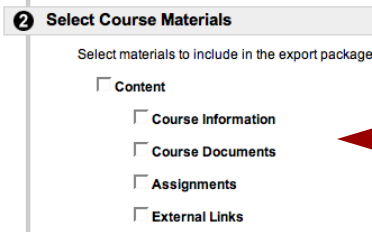
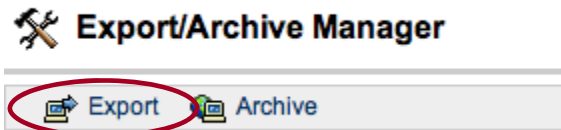


Export/Import Courses

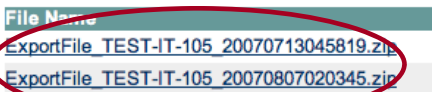
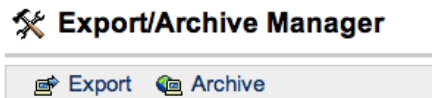
The Export Course Utility found in the Control Panel will allow you to export portions of a course or an entire course into a file that you can import into a separate course.



BB TEST.#2(BB-TEST-COURSE) > CONTROL PANEL > EXPORT/ARCHIVE



TEST-IT-105:TEST-IT-105-WCK (TEST-IT-105) > CONTROL P.



After you click on the Export Course link, you will find two options available to you: export and archive. Archiving will allow you to export all information in the class (grades, student information and content). Exporting will allow you to take the content from one course and place it in a new one.

You will have a list of content types that can be chosen for export. Just click on the check box next to the content, then remember to click on submit in the lower right hand corner.

An email will be sent to you when the export is complete. Once you receive the email, you can return to the Export Course area in the control panel of the exported course. Right click on the export file for the course and save it to your computer.

The Import Package utility is found in the Control Panel under Course Options on the lower left hand side. You will need to locate the zipped package file in order to import it into the course.

Import Package

1 Course Selection

* Destination Course ID bb-test-course

2 Select a Package

Browse to locate the course package:
Uploading large files may take a long time.

*

When importing remember to select materials to include in the import process. To recreate a course from an archive package, including user records, please contact the IT Help Desk

3 Select Course Materials

Select materials to include in the import process. Tr

- Content
- Adaptive Release rules for content
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Early Warning System Rules
- Glossary
- Gradebook Items and Settings
- Group Settings
- Settings
- Staff Information
- Tasks
- Tests, Surveys, and Pools

After selecting the content you want imported, click on the OK button on the lower right hand side. Your request will be queued and you will notified via email when the process is complete.