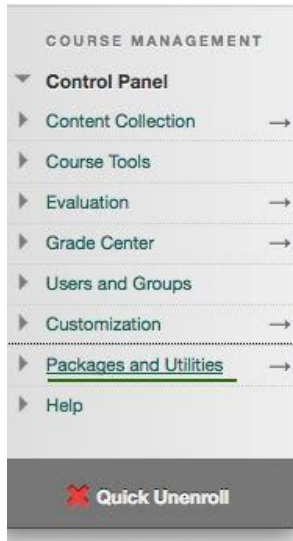


# WSU Learning Management System Transition

Exporting From Blackboard

## How to export your course from Blackboard

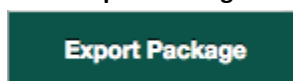
1. Under the *Control Panel*, click **Packages and Utilities**.



2. Click **Export/ Archive Course**.



3. Select **Export Package**.



# WSU Learning Management System Transition

## Exporting From Blackboard

- Under File Attachments, select *Copy links and include copies of the files in the course default directory*.

### 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 ←

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 ←

Package Size

- Then select *Copy links and include copies of the files outside of the course default directory*.
- Then, navigate to *Select Course Materials* and click **Select All**.

### 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

Syllabus

Content

Assignments

Hip Hop Heads

Exams

TEST

test

ki

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

- Click **Submit**.
  - Note:** Your action will be queued and an email will be sent when the process is complete. This may take up to an hour to complete depending on the file size.

**Submit**

- Navigate to *Export/ Archive Course* once the action has been completed.

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



# WSU Learning Management System Transition

## Exporting From Blackboard

- Click file name (ex. ExportFile\_ENG\_1010\_1709\_001.zip) to download.
  - Note: DO NOT open .zip once downloaded. If opened the .zip file will not transfer to Canvas. If using a Mac, DO NOT use Safari to download file as it will open the file automatically.**

### 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
<a href="#">ExportFile_CIT_JASMINE_SANDBOX_PERM_20160729101635.zip</a>	7/29/16 10:16 AM
<a href="#">ExportFile_CIT_JASMINE_SANDBOX_PERM_20171012100836.zip</a>	10/12/17 10:08 AM

Displaying 1 to 2 of 2 items | [Show All](#) [Edit Paging...](#)

