

### **STEP 1: EXPORT MATERIALS FROM A BLACKBOARD COURSE:**

1. Start from within the Blackboard course that you want to export.
2. From within the "Control Panel", select "Export Course" from the "Course Options" area.
3. Select which materials you would like to include in your export package.  
For example, if you wish to include all content areas, but are not interested in exporting the Announcements, you can select only those content areas for export.
4. Click "Submit".
5. Select the link provided to "download the generated package file".
  - o An export log is also displayed on this screen, and you have the option to click the link provided to "view the detailed log file".
  - o The file will be exported into a zip file on your hard drive.
6. Select "OK".

### **STEP 2: IMPORT MATERIALS TO A BLACKBOARD COURSE:**

1. Start from within the Blackboard course that you want to import content to.
2. From the Control Panel, select "Import Package" from the "Course Options" area.  
(Note: You will need to have an exported package from a Blackboard course in order to do this.)
3. Select "Choose File" and browse your hard drive for the course package (.zip file) you would like to import.
4. Select which course materials you would like to import, such as a content area, Discussion Board, Tests, etc.
5. Select "Submit".