

Exporting Content Between Courses

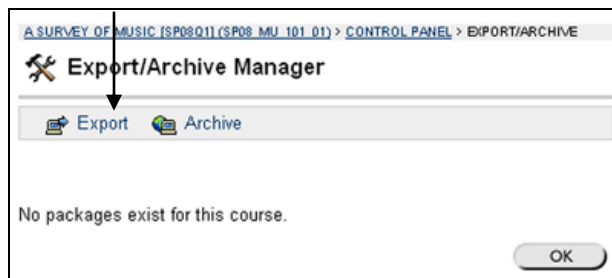
Many NNU instructors teach more than one section of the same course, or use a Master course to build and retain content between semesters. The best way to copy entire content areas from one course shell to another is to use the Export/Import process. The shell where you already have content loaded is called the **Source course**; the shell that is empty or that contains older content is the **Destination course**.

Part A - Exporting Content from the Source Course

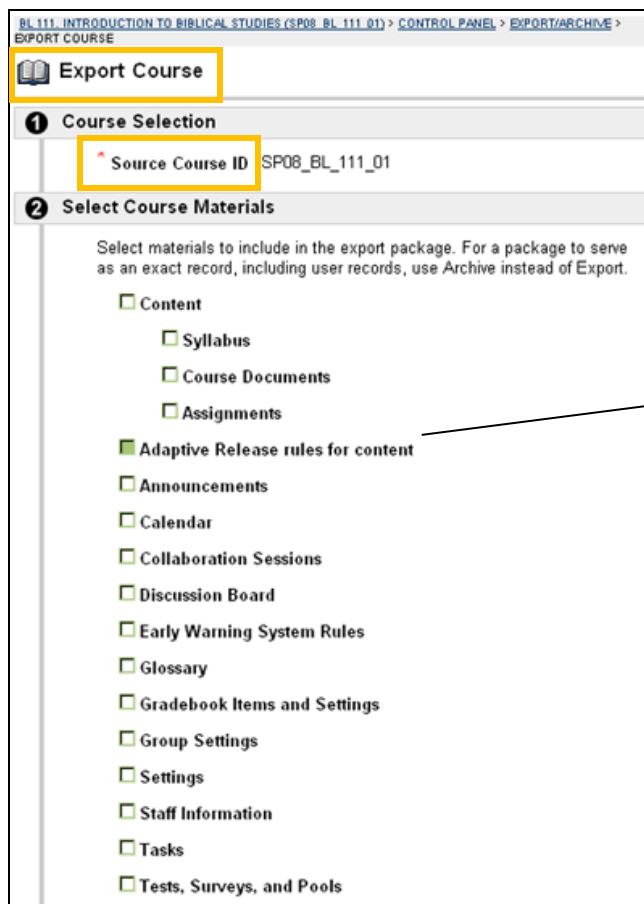
Step 1: In the Control Panel of the **Source course**, click **Export Course**.



Step 2: Click **Export**.



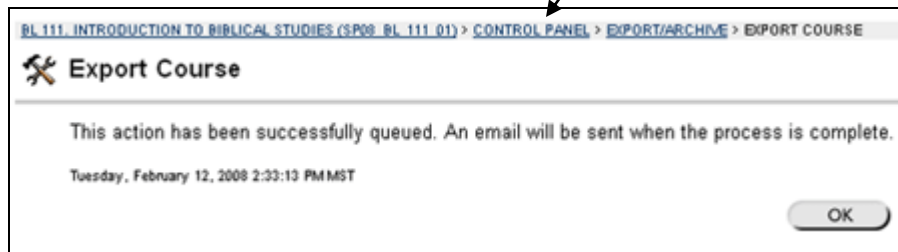
Step 3: Place a checkmark next to the areas you want to export.



The checkbox for Adaptive Release will become available when you check one or more Content areas above it.

Step 4: Click **Submit**.

Step 5: The following message will appear. Click the **Control Panel** link along the top of the Source course.

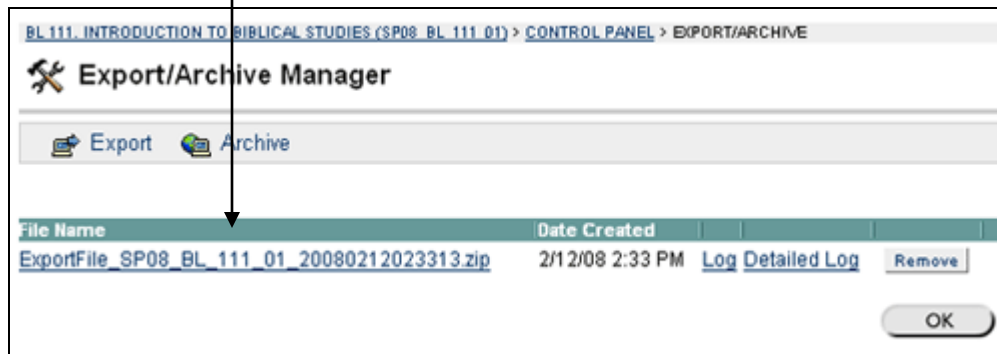


Step 6: In a few minutes, check the inbox for your e-mail address that is associated with your Blackboard account (for example, the GroupWise inbox). An e-mail from OnlineAdmin@nnu.edu will tell you the Export is complete.

Step 7: In Blackboard, in the same Source course where you started, click **Export Course** again.



Step 8: Right-click on the **.zip** file.



Step 9: Choose "Save Link As" if you are using Firefox or "Save Target As" if using Internet Explorer, and save the file to your computer where you can find it again.

Part B - Importing Content into the Destination Course

Step 1: In the Control Panel of the **Destination course**, click **Import Package**.



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Step 2: Browse your computer to find the .zip file you just saved.

SURVEY OF THE BIBLE (MASTER_BL_111_RT) > CONTROL PANEL > IMPORT PACKAGE

Import Package

1 Course Selection

Destination Course ID MASTER_BL_111_rt

2 Select a Package

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

Browse...

Step 3: Place a checkmark next to the areas you want to import.

3 Select Course Materials

Select materials to include in the import process. To recreate a course from an archive package, including user records, use Restore instead of Import.

- 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

Step 4: Click **Submit**.

In a few minutes, you will receive an e-mail from OnlineAdmin@nnu.edu telling you the Import is done. To avoid corruption of the process, please wait until you receive the e-mail to enter the Destination course.

Note: You may use the Export/Import process back and forth between your Teaching courses and Master courses. If the Source course has major chunks that will replace older content in the Destination course, empty out the older content from the Destination course before using the Export/Import process.

To do that, first go into the Destination course's Control Panel > Manage Course Menu > Remove next to each course area to be updated. Then use the Export/Import process to bring over your fresher content.