**EXPORTING AND IMPORTING BLACKBOARD COURSES**

**For online instructions:**

Go to: <http://online.fullcoll.edu/copyingcanvascourses-2/>

Choose “Export your courses from Blackboard to you desktop.”

**Step-by-step instructions:**

Exporting Blackboard courses--

1. Control Panel
2. Packages and Utilities
3. Export/Archive Course
4. Click on Export Package (don’t worry about the File Attachments category—just leave it alone.)
5. Under Select Course Materials, choose “Select All.”
6. Submit
7. Get a “Success” notice
8. Wait for a while. No, seriously, go get a cup of tea.
9. Click on the Refresh button in order to see the link to the course in order to download it. Or, you may have waited long enough that it will just be there.
10. Click on the zip file link to download the course onto your computer. Be patient. Wait while it downloads. Larger courses could take longer.

\*Do not try to drag the link onto the desktop—this will result in an error. Wait for zip file to download completely onto your computer. There should be a cog wheel or other signal that it is downloading.

It will end up either in your computer’s downloads folder on your computer or on your computer’s desktop. If it is in your downloads folder, drag it to your desktop for convenience (easier to find later).

\*Sometimes the downloads folder is formatted alphabetically, rather than by date, so you may need to search for the export package, which will be a zipped folder.

\*Do not take any files out of the zipped course folder. Just leave it alone.

Uploading course package into new course shell--

1. Go into new course shell.
2. Control Panel
3. Packages and Utilities
4. Import Package/ View Logs
5. Click on Import Package
6. Select a Package: use Browse my computer to find the zipped package file that you just put on your desktop or look for it in the downloads folder. Click on it.
7. Under Select Course Materials, choose “Select All.”
8. Submit
9. Get a “Success” message.
10. Wait for a few minutes for all of the materials to be imported. No, seriously, you have a wait. Then, click on the refresh button.

\*The Canvas 24/7 hotline will probably be willing to help you with this because, as a Fullerton College instructor, you are technically a Canvas customer, so try calling 844-600-4948. Just tell them that this is the last semester for Blackboard for us.