

Importing and Exporting Content

IM01

Role: Designers

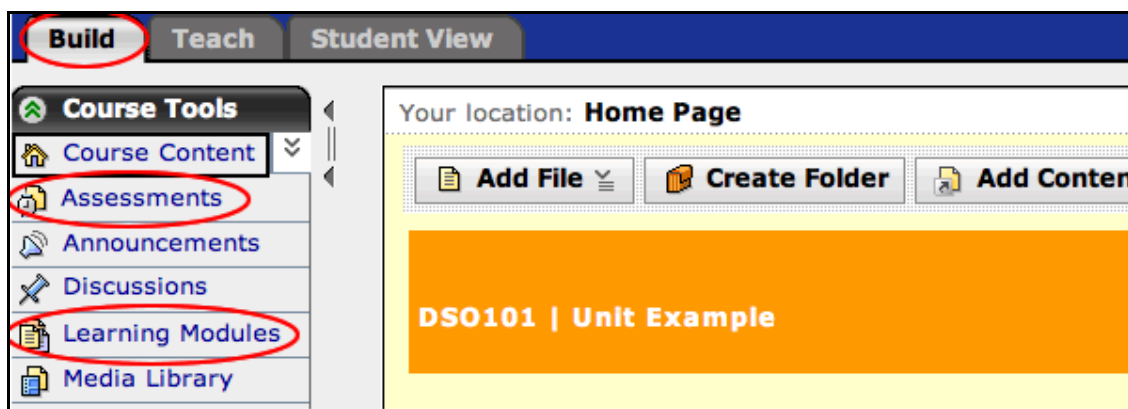
You can copy **Assessments** and **Learning Modules** between Sections, to use them in future semesters or share between units, using the **Export** and **Import** functions.

To import and export assessments and learning modules between sections is a **two-step** process:

- **Export content** - use the Export button to create a .zip file and copy the item(s) to the new location
- **Import content** - unzip the file using the Import function.

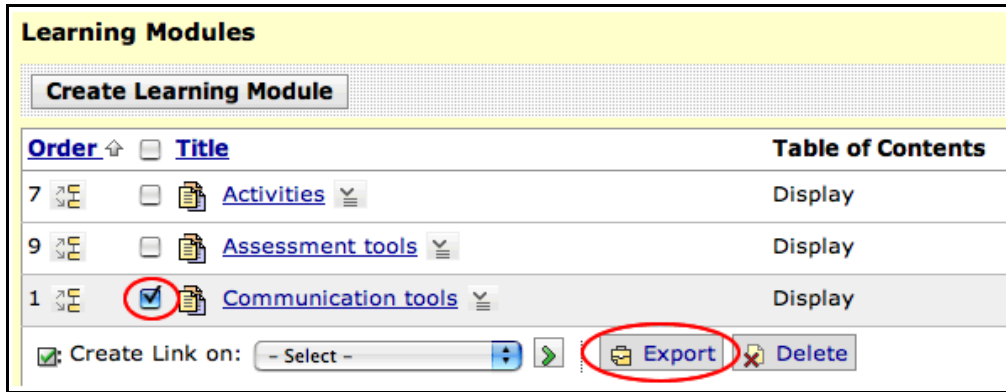
Export content

Warning: You should not attempt to download an Assessment and a Learning Module in the one attempt.



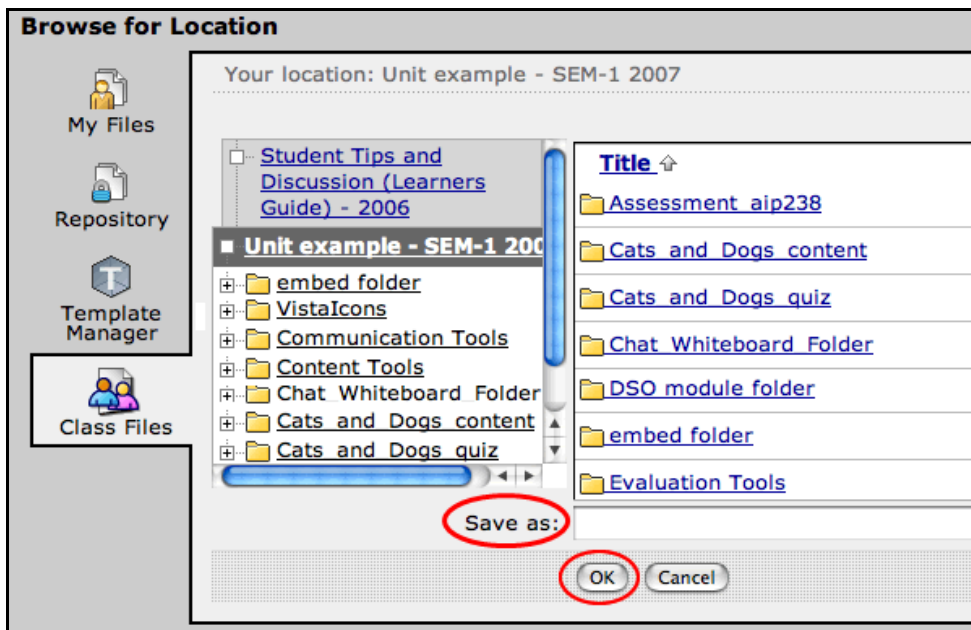
1. Click on the **Build** tab in the section containing the assessment(s) or learning module(s) you wish to export:
2. To export one or more assessments, click on **Assessments** in the **Course Tools** menu.
3. To export one or more learning modules, click on **Learning Modules** in the **Course Tools** menu.

Note: Only headings, assessments and files will be exported. Any other items in the table of contents, such as discussions, media libraries, web links and assignments, will not be exported.



4. Click on the **Export** button at the bottom of the window.

5. A **Browse for Location** window will appear



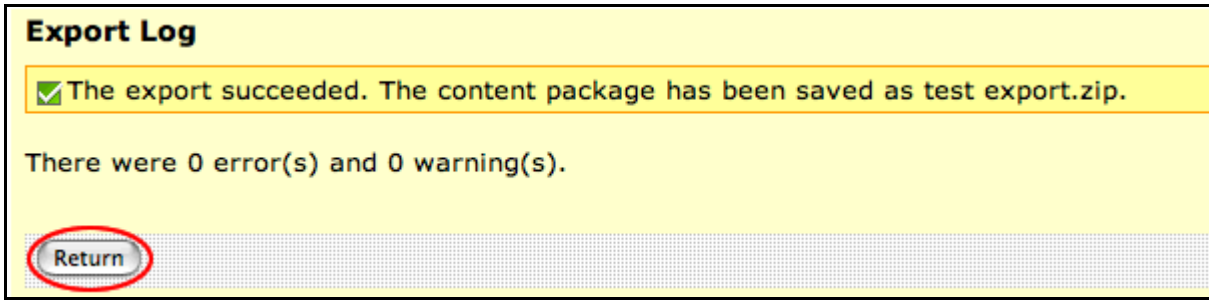
6. Browse to the Blackboard section in the left column of the window to which you wish to copy the assessment or learning module.

7. Type a file name in the **Save as** field.

8. Click **OK**.

9. A .zip file will be created.

Note: Try and use only lowercase letters, avoid spaces and long titles.



10. An **Export Log** window will open notifying of the Export.

11. Click **Return**.

12. The .zip file will appear in the **File Manager** of the Blackboard section you chose to export the content to.

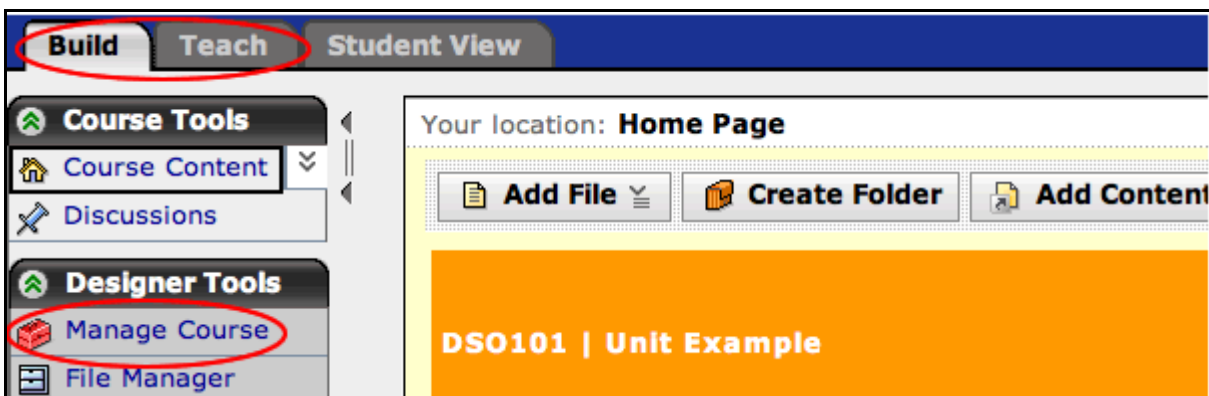
13. You will now need to complete the steps to import the item(s).

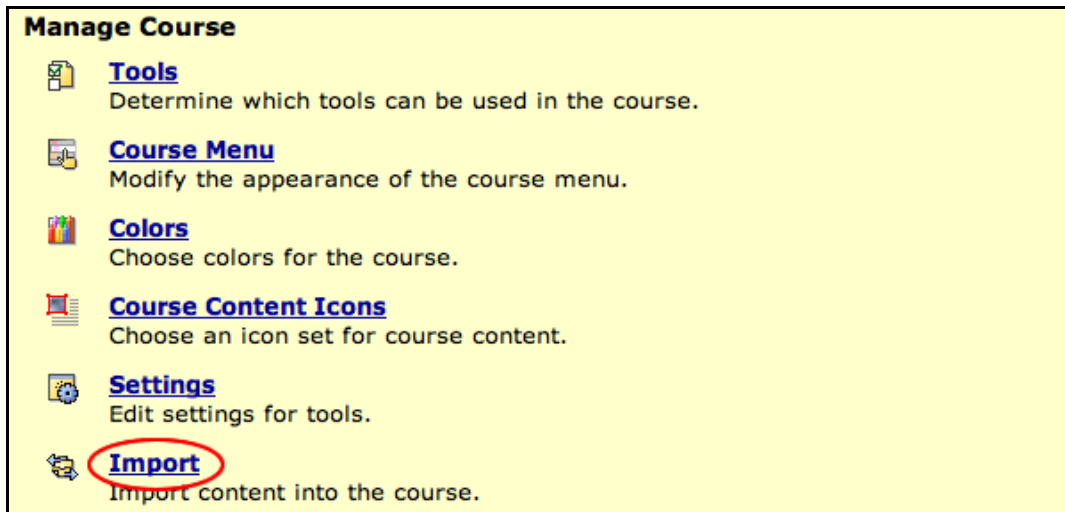
Note: It is advisable also to download the .zip file you created to your computer, so you can use it later when your current unit may no longer be available.

Import Content

1. Click on the **Build** or **Teach** tab in the section to which you have exported the .zip file

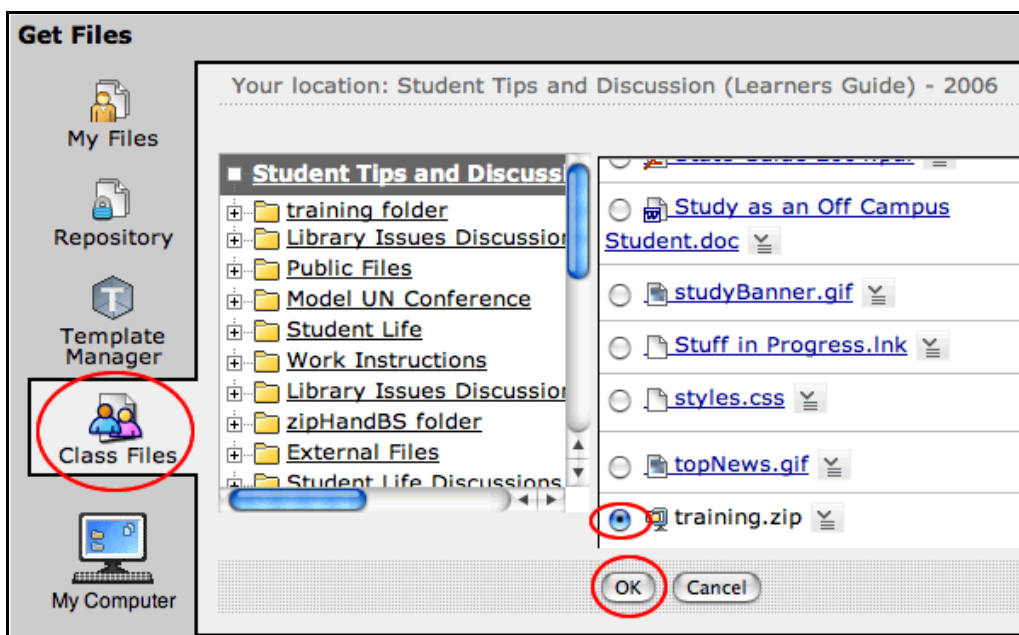
2. Click on **Manage Course** in the **Designer Tools** or **Instructor Tools** menu.





3. Click on **Import** .

4. A **Get Files** window appears.



5. Go to the .zip file you wish to import:

6. To get a file that has been exported from another section, click on the **Class Files** button and then click on the **unit name** (if the correct section is not already selected).

7. To get a file from your computer, click on **My Computer** and browse to and select the file.

8. Click on the **circle** next to the .zip file you wish to import.

9. Click **OK**.

Content Import in Progress

This task could take several minutes to more than an hour depending on the complexity and size of the content being imported.

Import activities:
You are currently importing **training.zip**

Unpacking content package (could take several minutes).
Content package unpacked. Starting to import resources.
Imported 24 of 30 resources.
Imported 30 of 30 resources.
The Import succeeded.
The content package was imported with 0 error(s) and 0 warning(s) .

[Return](#) [View Import Log](#)

10. Click on Return

11. The imported items will now appear under the list of available items:

12. You can access the available list of assessments by clicking on **Assessments** in the **Course Tools** menu on the Section home page.

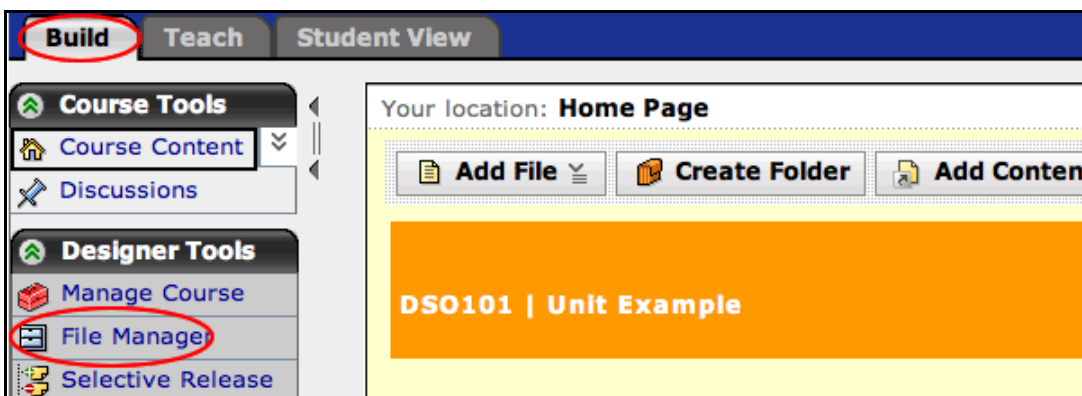
13. You can access the available list of learning modules by clicking on **Learning Modules** in the **Course Tools** menu.

Note: only headings, assessments and files will be imported. Any other items in the table of contents, such as discussions, media libraries, web links and assignments, will not be imported.

Download a .zip file

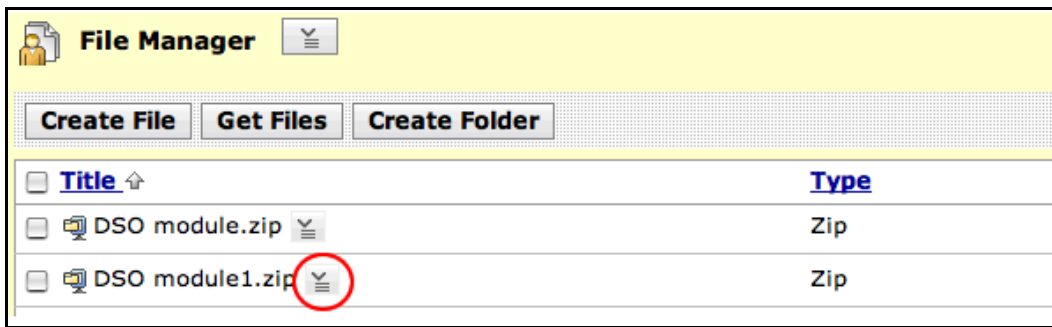
1. Click on the Build tab.

2. Click on File Manager in the Designer Tools menu.

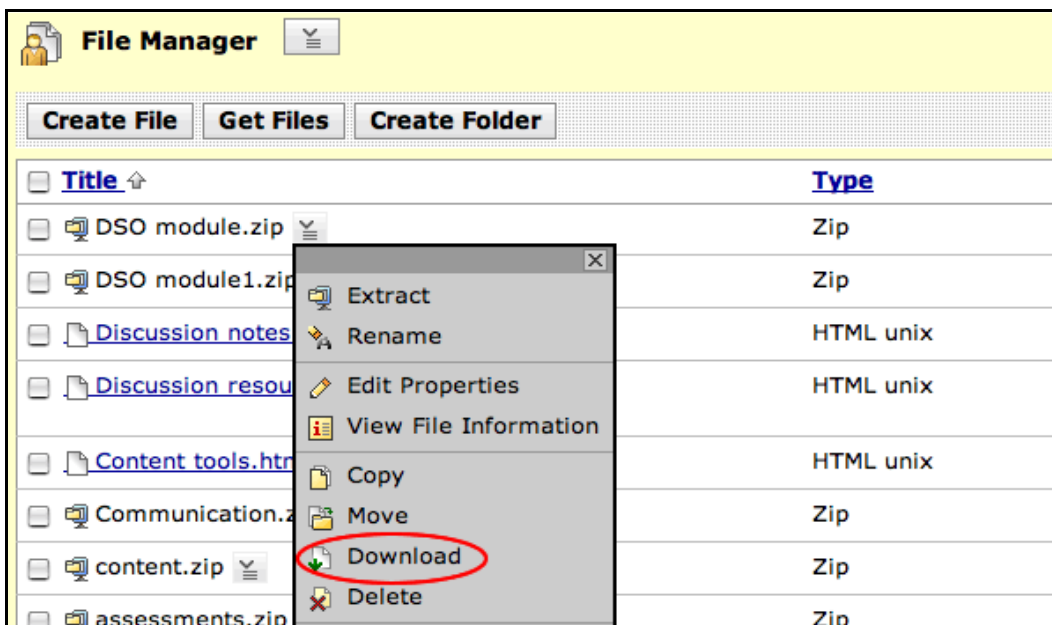


The screenshot shows the Blackboard interface with the 'Build' tab selected in the top navigation bar. On the left sidebar, under 'Designer Tools', the 'File Manager' option is circled in red. The main content area shows 'Your location: Home Page' and buttons for 'Add File', 'Create Folder', and 'Add Content'. Below these buttons is a large orange banner with the text 'DSO101 | Unit Example'.

3. In the File Manager page, click on the ActionLinks icon next to the .zip file you wish to download.



4. Click on **Download**



5. Click Save or OK when the download window appears.

6. Browse to where you wish to save the downloaded file

7. Click Save.