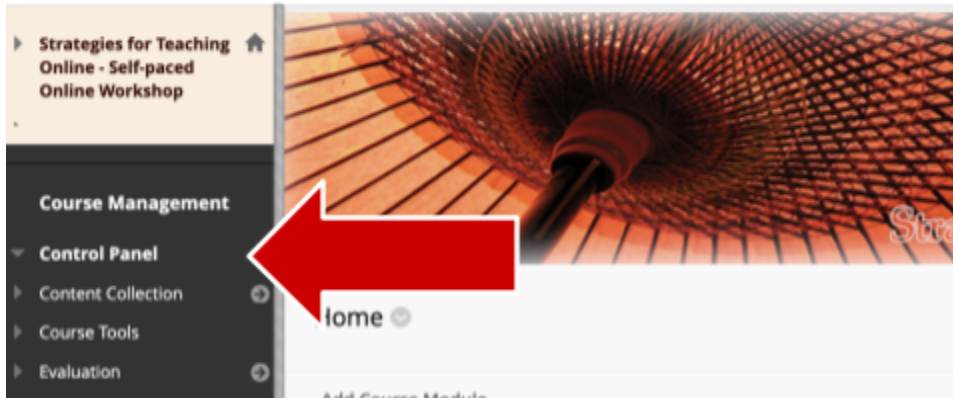


Backup Blackboard Courses to Brightspace

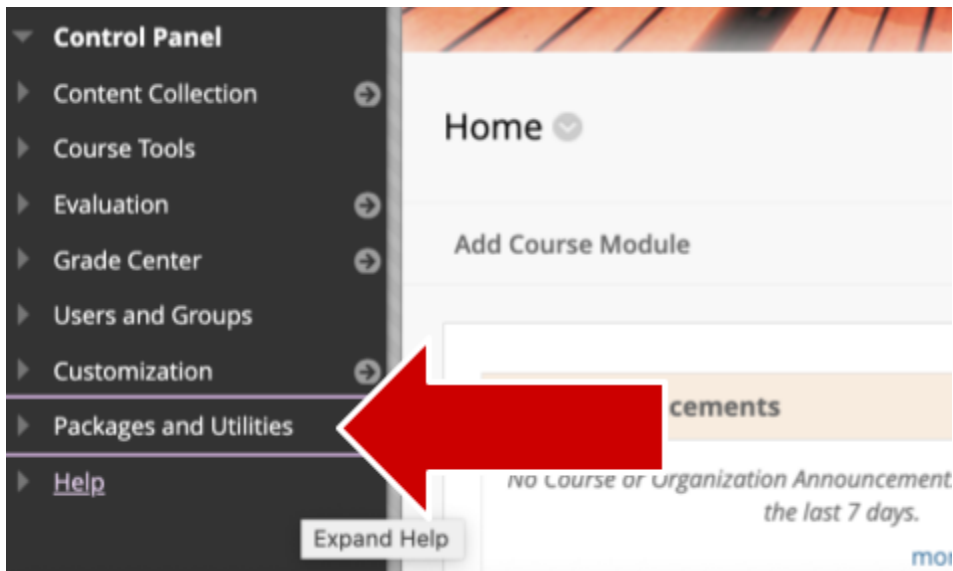
Note: This process will not backup Collaborate Ultra Recordings.
That process is covered in a separate document.

Part 1: Export a Course Package from Blackboard

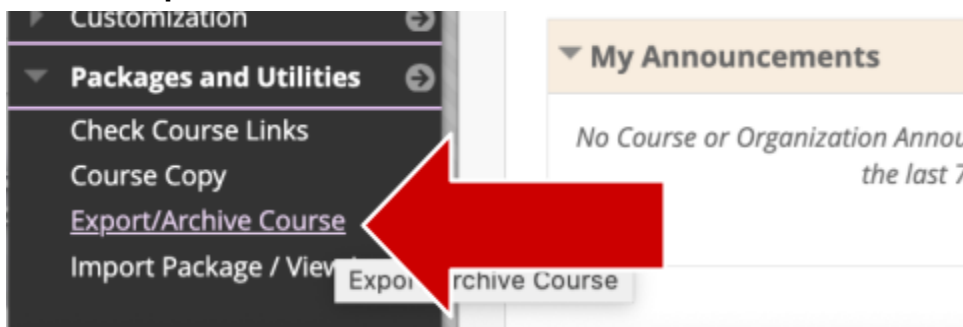
1. Go to the **Control Panel** of your Blackboard course.



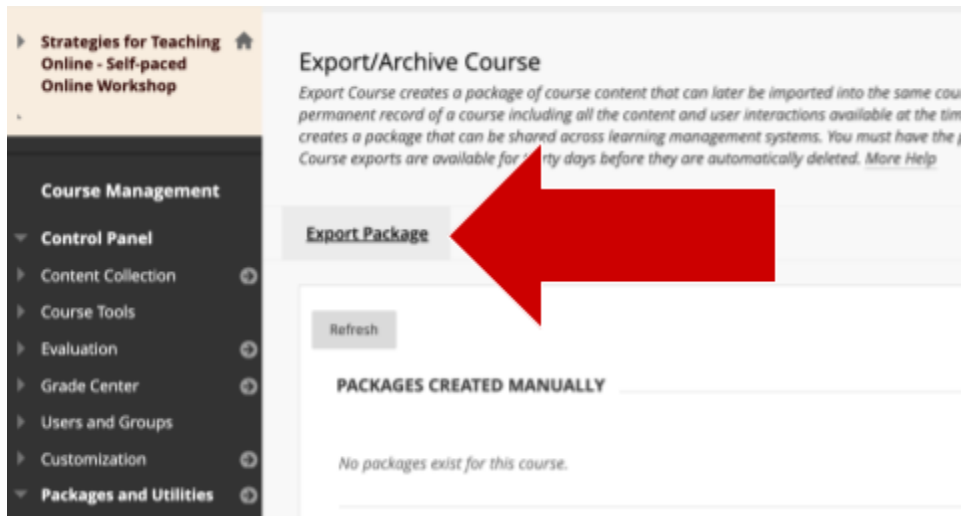
2. Click on **Packages and Utilities** to open the submenu



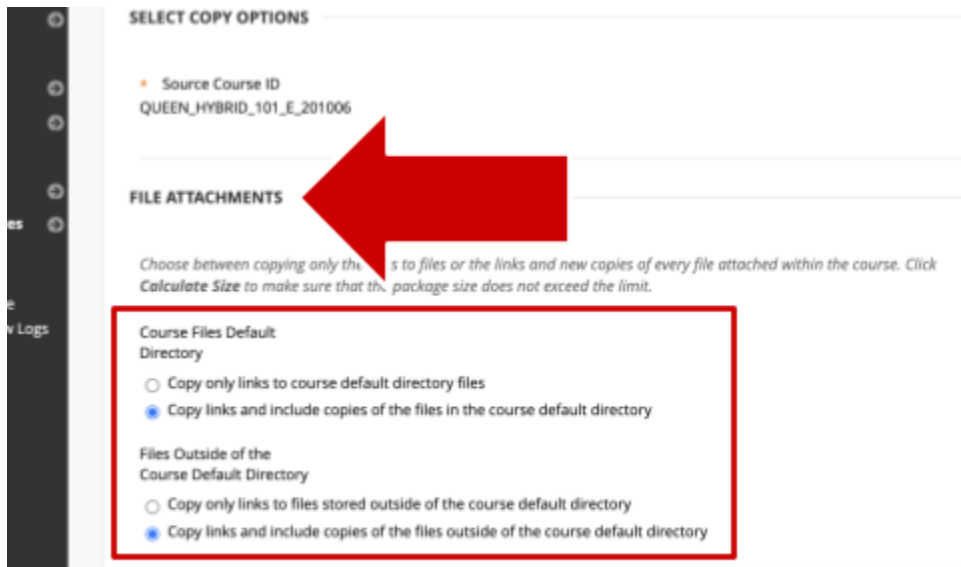
3. Click on **Export/Archive Course**



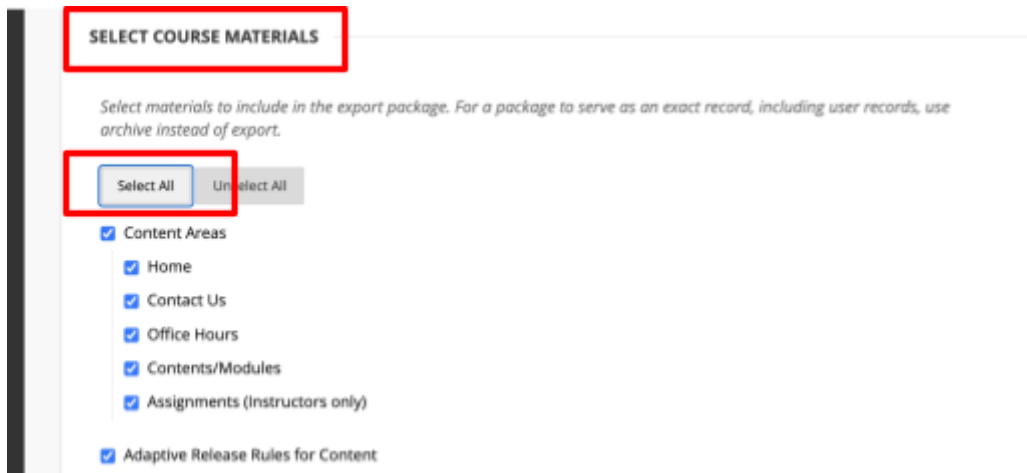
4. Click on **Export Package**



5. Under File Attachments, always **leave the default settings selected** ("Copylinks and include copies of the files").



6. Scroll down to Select Course Materials and click on **Select All**.



7. Scroll down to, and **deselect Settings** then click **Submit**.

Click Submit to proceed.

8. You should see the message “**This action has been queued.**”

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

Export/Archive Course

Export Course creates a package of course content that can later be imported into the same course or a different permanent record of a course including all the content and user interactions available at the time the Archive creates a package that can be shared across learning management systems. You must have the proper permissions to export course content. Course exports are available for thirty days before they are automatically deleted. [More Help](#)

9. Wait for an email notification that the package is ready for download, or refresh the page after a few minutes by clicking on the **Refresh** button.

Export/Archive Course

Export Course creates a package of course content that can later be imported into the same course or a different permanent record of a course including all the content and user interactions available at the time the Archive is created. The Archive creates a package that can be shared across learning management systems. You must have the proper permissions to export course content. Course exports are available for thirty days before they are automatically deleted. [More Help](#)

Export Package Archive Course Export

Refresh

PACKAGES CREATED MANUALLY

The packages will be available for 30 days before they are automatically deleted.

FILE NAME	DATE CREATED	AVAILABLE UNTIL
ExportFile_QUEEN_HYBRID_101_E_201006_2024031...	3/13/24 3:46 PM	4/12/24

Displaying 1 to 1 of 1 items [Show All](#)

10. Click on the exported package link to download it to your device. **You have 30 days to download the package file from Blackboard.** After 30 days the file will automatically be deleted and you will have to start the export process again.

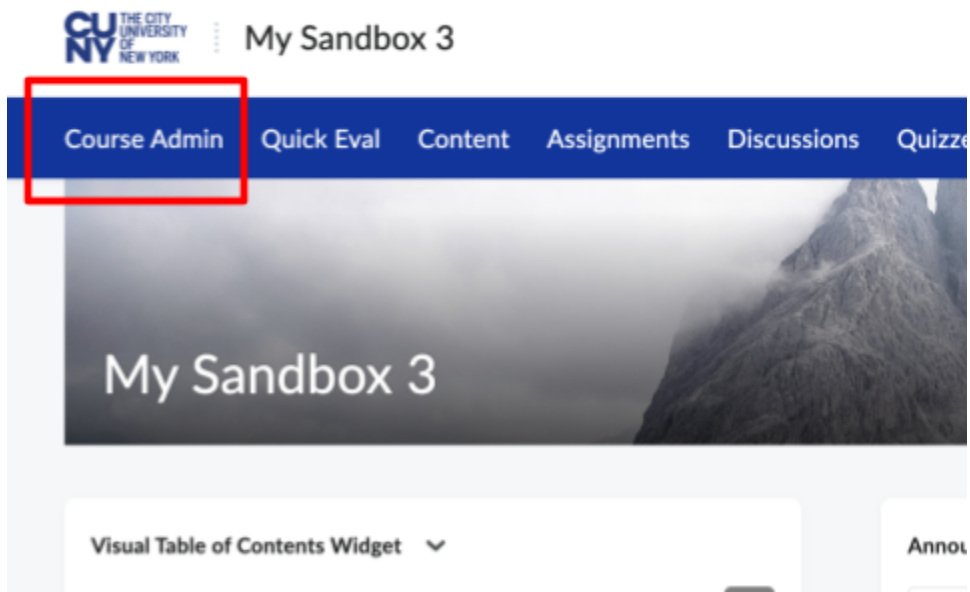
Do not open the file on your device. You won't be able to read its contents until it has been imported to Brightspace.



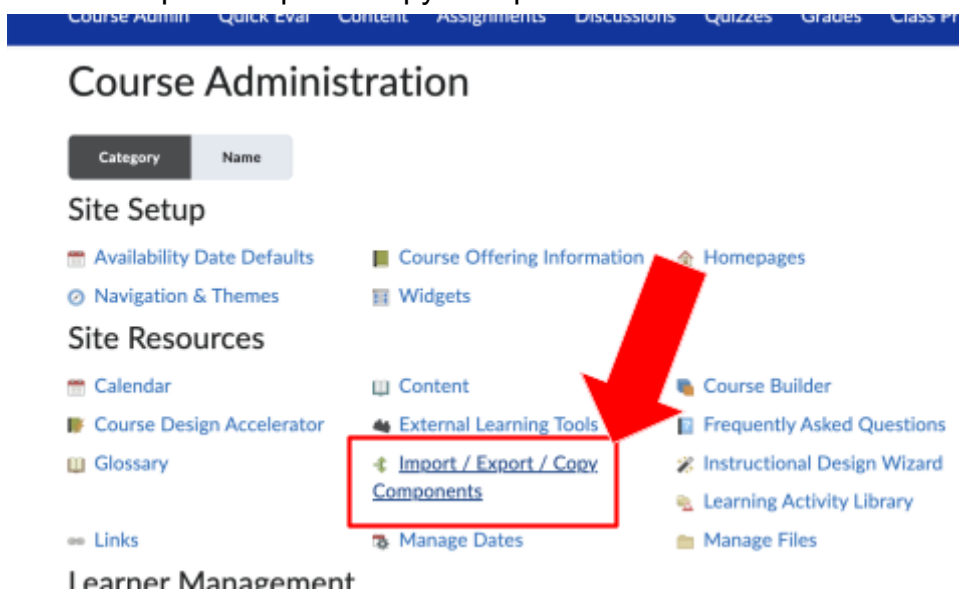
You can store the file on your device until you're ready to import it to your Brightspace course or you can store it in your [CUNY OneDrive account](#).

Part 2 :Import the Course Package into a Brightspace Course shell or a Practice site.

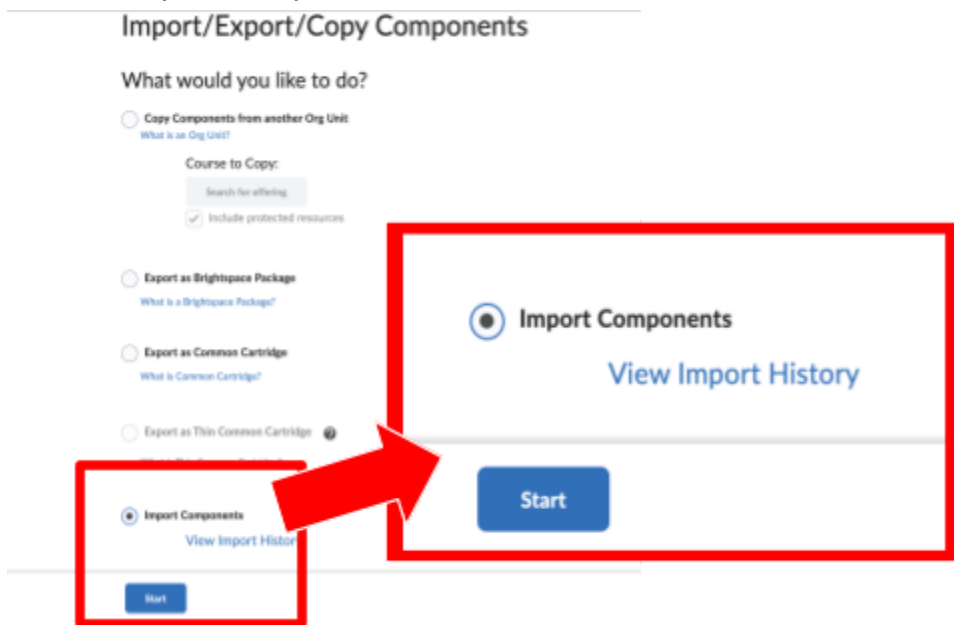
1. Click on **Course Admin** in the top navigation bar of your Brightspace course.



2. Click on Import / Export / Copy Components



3. Click on Import Components then click on Start



4. Click on **Upload**

Select File

You are about to import a course from a file.

Drag and drop your course package here or use the "Upload" button to browse to your file. The file should be a .zip or another archive format. To add individual content (.doc, .ppt, .jpg, etc.), add a module in Content and place your file there.

 Upload

You can upload files up to a maximum of 2 GB.

Import All Components

Advanced Options...


Cancel

5. This shows the uploading progress

Select File

You are about to import a course from a file.

Drag and drop your course package here or use the "Upload" button to browse to your file. The file should be a .zip or another archive format. To add individual content (.doc, .ppt, .jpg, etc.), add a module in Content and place your file there.

 Upload

ExportFile_QUEEN_HYBR...

×

Import All Components

Advanced Options...

Cancel

6. After the file is uploaded, click on **Import All Components**

You are about to import a course from a file.

You can upload files up to a maximum of 2 GB.

 [ExportFile_QUEEN_HYBRID_10...](#) (20.56 MB) 

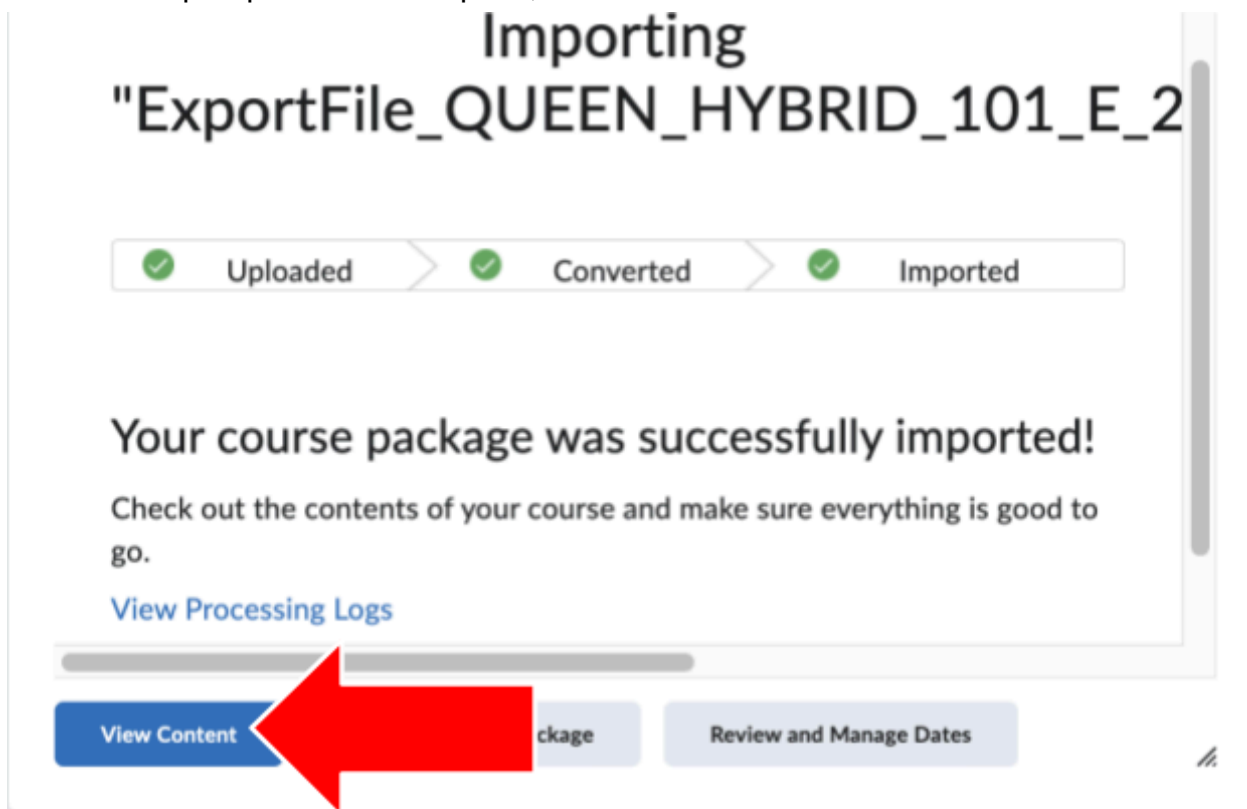
What is a course package? >

What is supported? >


Can I import only parts of my course? >









7. When the import process is complete, click on **View Content**.



8. The Table of Contents shows the imported components.

 My Sandbox 3

 Jean Kelly 

Course Admin Quick Eval Content Assignments Discussions Quizzes Grades Class Progress Awards More ▾

Search Topics 🔍

Overview

Bookmarks

Course Schedule

Table of Contents 67

Contact Us 1

Office Hours 1

Contents/Modules 54

Assignments 11

(Instructors only)

Hidden

Add a module...

Table of Contents ▾

Print

Settings

Import Course ▾

Bulk Edit

Related Tools ▾

Expand All | Collapse All

Contact Us ▾

Upload / Create ▾

Existing Activities ▾

Contact Us ▾

Web Page ✓

Office Hours ▾

Upload / Create ▾

Existing Activities ▾

Upload the Course Package to OneDrive

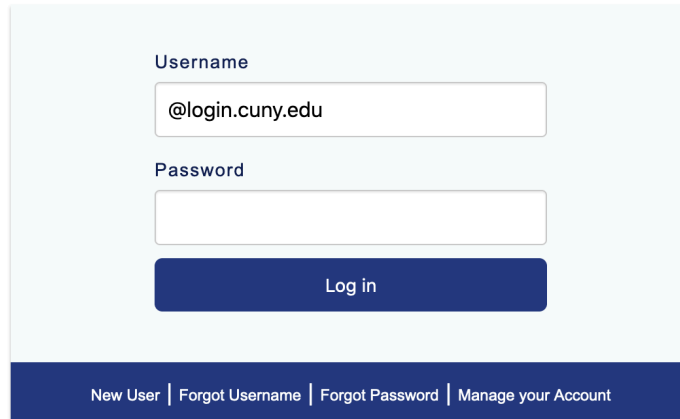
After downloading the course package from Blackboard, you can store it in your CUNY Office 365 OneDrive account.

1. To access your CUNY OneDrive account, log in via the [CUNY Web Applications Login page](#). Log in with your CUNY credentials

CUNY Login

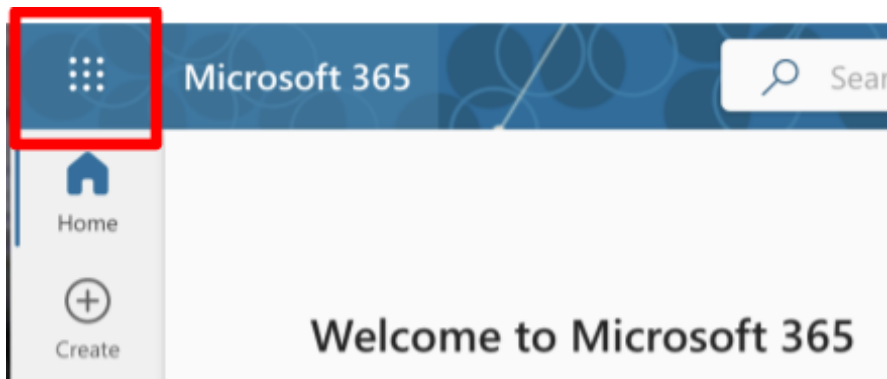
Log in with your [CUNY Login credentials](#)

If you do not have a CUNYfirst account, see the [FAQs](#).

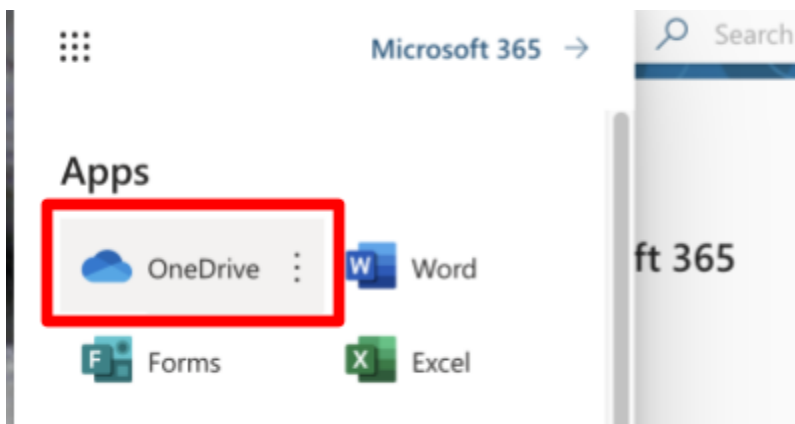


A login form with a light blue background. It features two input fields: 'Username' with the placeholder text '@login.cuny.edu' and 'Password'. Below the fields is a dark blue 'Log in' button. At the bottom, a dark blue footer bar contains links: 'New User', 'Forgot Username', 'Forgot Password', and 'Manage your Account'.

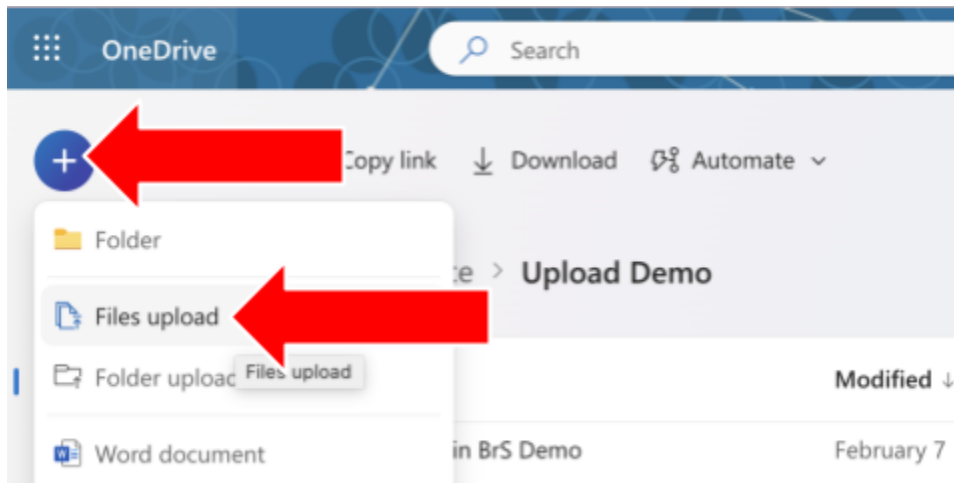
2. Click on the **Apps Launcher** icon



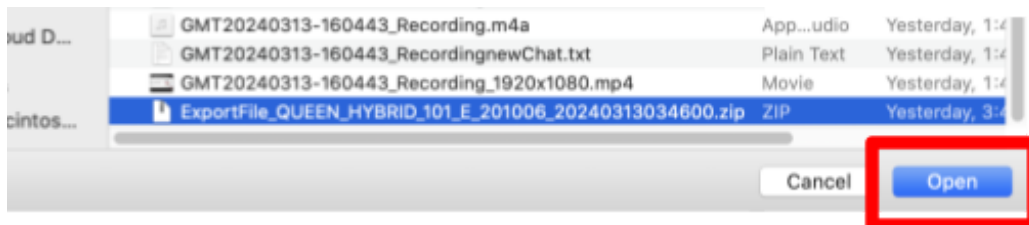
3. Click on **OneDrive**



4. Click on the **plus sign** to open the drop down menu, then click on **Files Upload**



5. Find the file on your device, select it and click **Open** to upload it.



6. To download the file from OneDrive, **1)** mouse over the file name and click the circle that appears to the left; **2)** click on the three dots at the top and **3)** click on Download in the menu.

The pop-up menu can be accessed by **right-clicking or control-clicking on the file name**.

