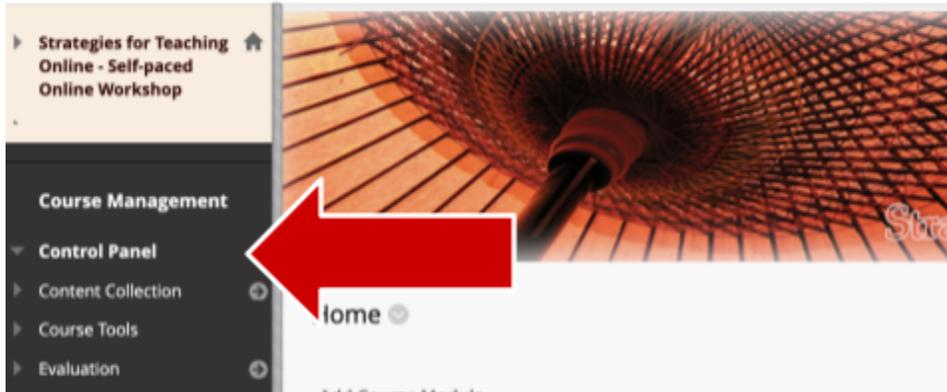


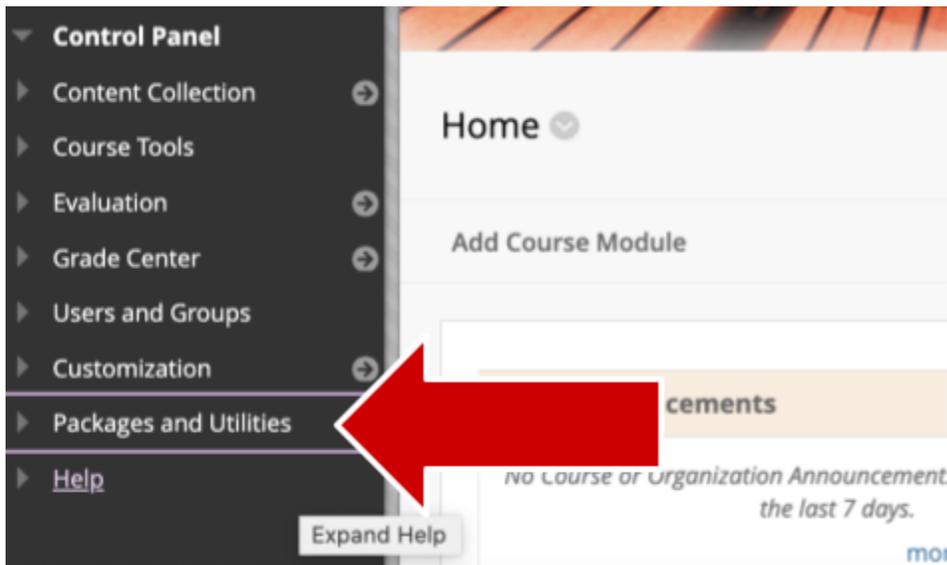
# Backup Blackboard Courses to Brightspace

## Part 1: Export a Course Package from Blackboard

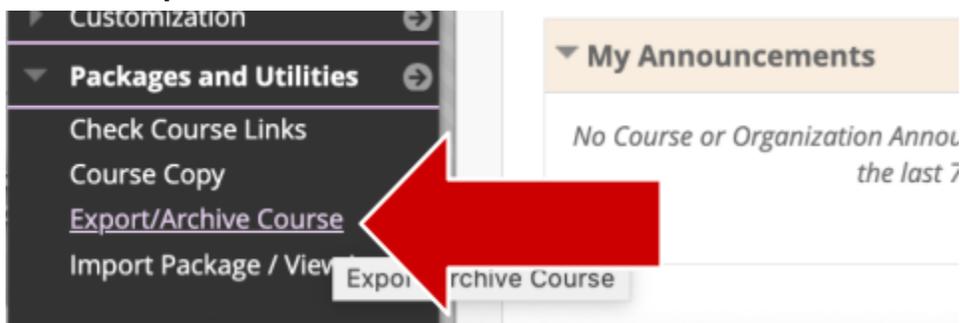
1. Go to the **Control Panel** of your Blackboard course.



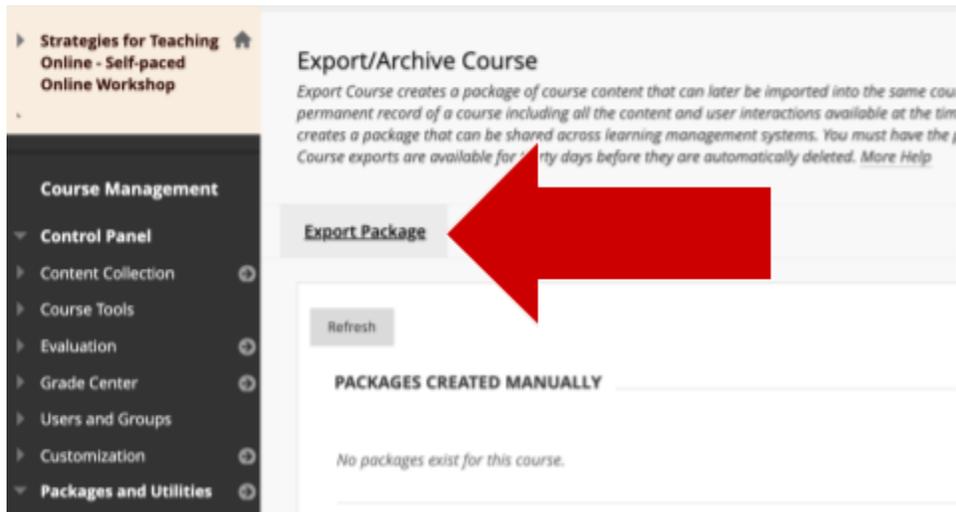
2. Click on **Packages and Utilities** to open the submenu



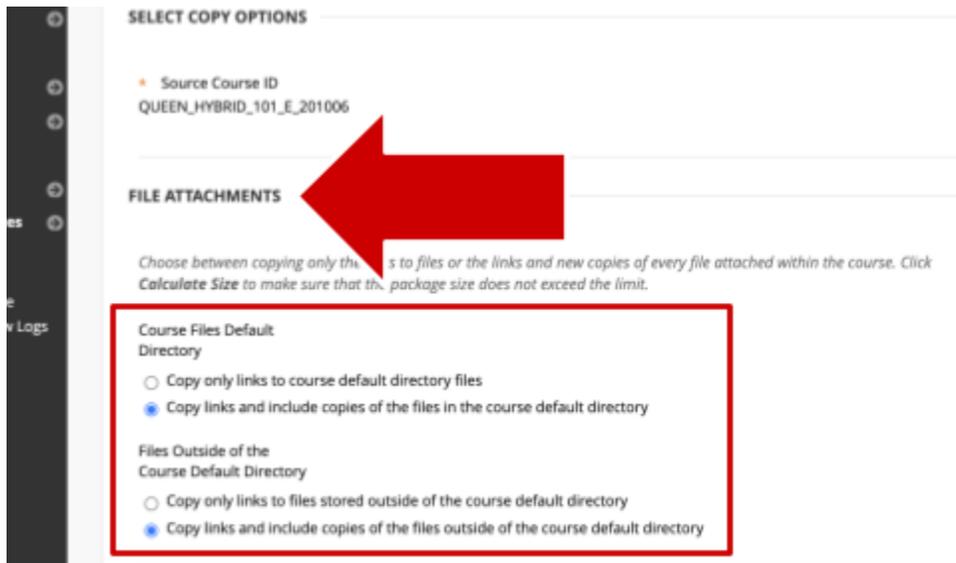
3. Click on **Export/Archive Course**



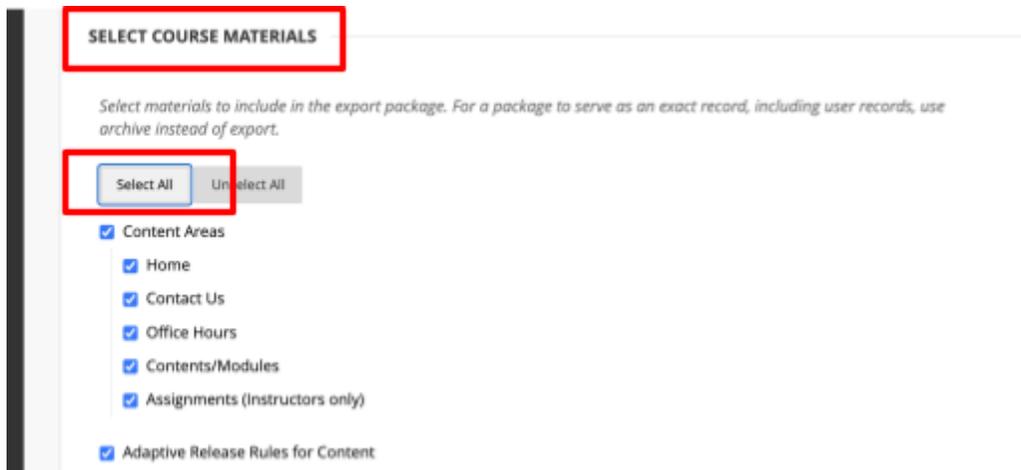
4. Click on **Export Package**



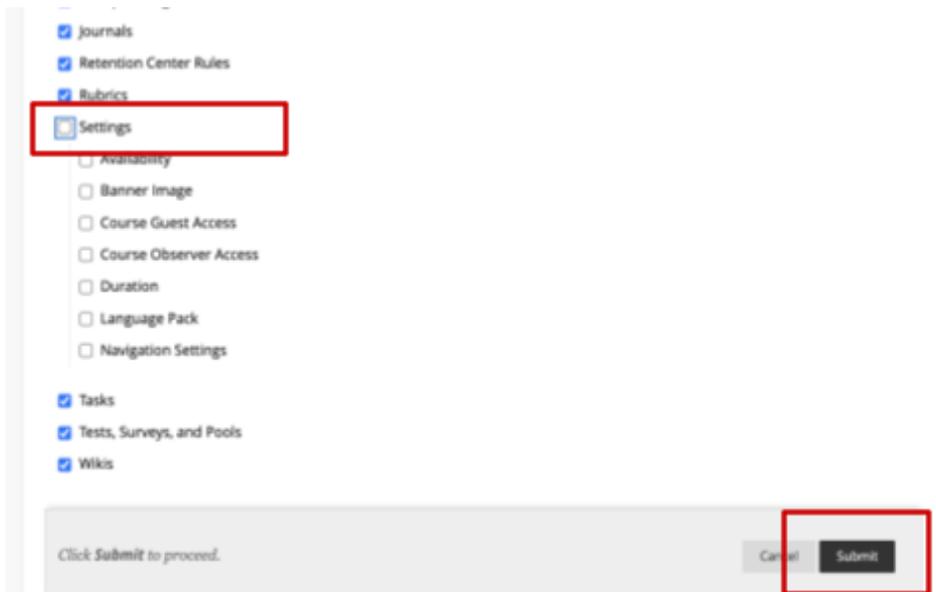
5. Under File Attachments, always **leave the default settings selected** (“Copylinks and include copies of the files”).



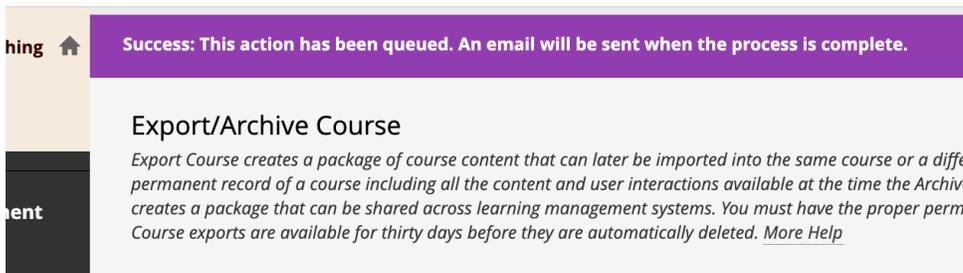
6. Scroll down to Select Course Materials and click on **Select All**.



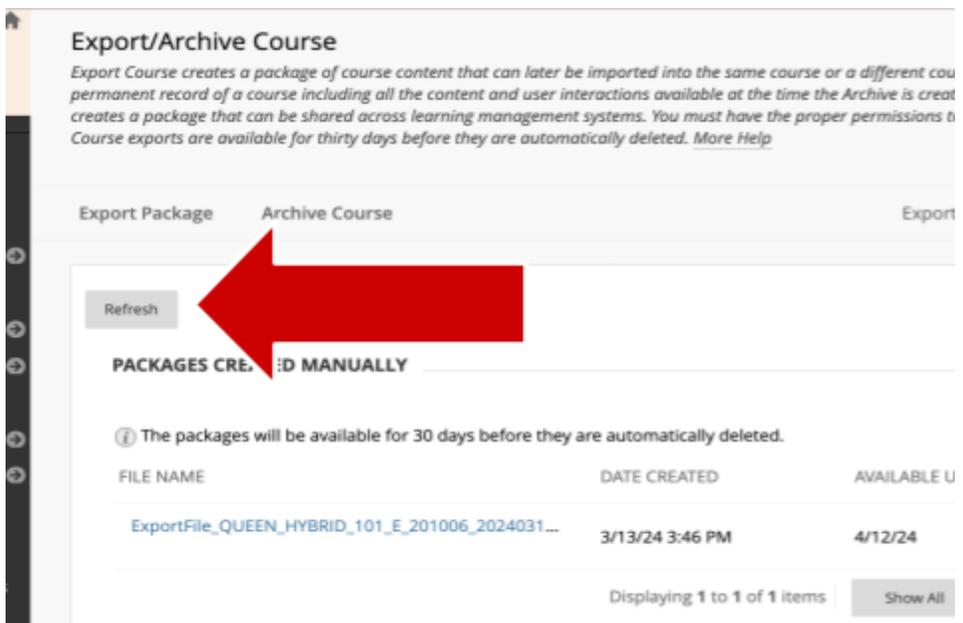
7. Scroll down to, and **deselect Settings** then click **Submit**.



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



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.



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.

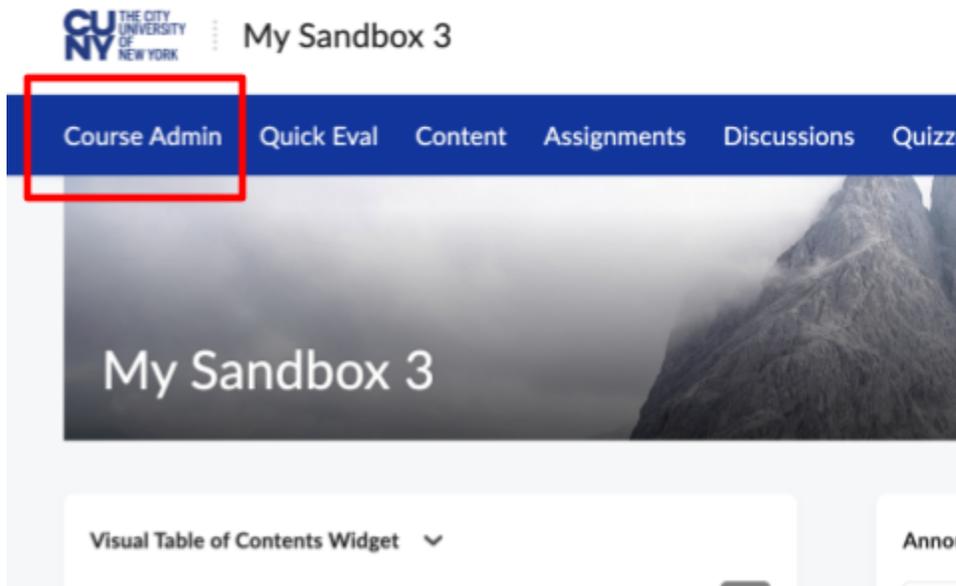
**Do not open the file on your device.** You won't be able to read its contents until it has been imported to Brightspace.



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

The screenshot shows the 'Course Administration' interface. At the top, there is a navigation bar with links for 'Course Admin', 'Quick Eval', 'Content', 'Assignments', 'Discussions', 'Quizzes', 'Grades', and 'Class Pr'. Below this is the 'Course Administration' title. The main area is divided into three sections: 'Site Setup', 'Site Resources', and 'Learner Management'. In the 'Site Resources' section, the 'Import / Export / Copy Components' link is highlighted with a red box and a red arrow pointing to it. Other links in this section include 'Calendar', 'Course Design Accelerator', 'Glossary', 'Links', 'Content', 'External Learning Tools', 'Manage Dates', 'Course Offering Information', 'Widgets', 'Homepages', 'Course Builder', 'Frequently Asked Questions', 'Instructional Design Wizard', 'Learning Activity Library', and 'Manage Files'.

3. Click on Import Components then click on Start

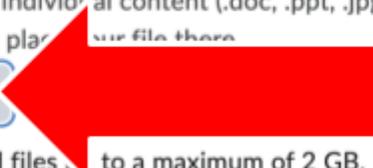
The screenshot shows the 'Import/Export/Copy Components' wizard. The title is 'Import/Export/Copy Components'. Below the title is the question 'What would you like to do?'. There are four radio button options: 'Copy Components from another Org Unit', 'Export as Brightspace Package', 'Export as Common Cartridge', and 'Export as Thin Common Cartridge'. The 'Import Components' option is selected, and a red box highlights it with a red arrow pointing to a larger red box on the right. This larger box contains the text 'Import Components' and 'View Import History' above a blue 'Start' button. The 'Start' button is also highlighted with a red box.

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.

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.





[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.

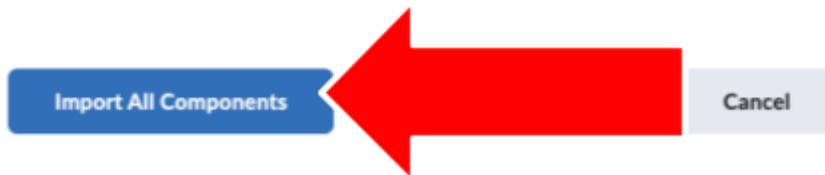
You can upload files up to a maximum of 2 GB.

 ExportFile\_QUEEN\_HYBRID\_10... (20.56 MB) X

**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**.

**Importing**  
"ExportFile\_QUEEN\_HYBRID\_101\_E\_2"

✓ Uploaded > ✓ Converted > ✓ Imported

**Your course package was successfully imported!**

Check out the contents of your course and make sure everything is good to go.

[View Processing Logs](#)

**View Content**   Import Another Package   Review and Manage Dates

## 8. The Table of Contents shows the imported components.

The screenshot displays the Canvas LMS interface for a course titled "My Sandbox 3". The top navigation bar includes "Course Admin", "Quick Eval", "Content", "Assignments", "Discussions", "Quizzes", "Grades", "Class Progress", "Awards", and "More". The user profile "Jean Kelly" is visible in the top right corner.

The main content area is titled "Table of Contents" and features a search bar, "Print", and "Settings" options. Below the title are buttons for "Import Course", "Bulk Edit", and "Related Tools", along with "Expand All" and "Collapse All" links.

The Table of Contents is organized into sections:

- Contact Us** (1 item):
  - Upload / Create
  - Existing Activities
  - Contact Us (Web Page) ✓
- Office Hours** (1 item):
  - Upload / Create
  - Existing Activities

The left sidebar contains navigation options: Overview, Bookmarks, Course Schedule, Table of Contents (67 items), Contact Us (1 item), Office Hours (1 item), Contents/Modules (54 items), and Assignments (Instructors only) (11 items, Hidden).

# Upload the Course Package to OneDrive

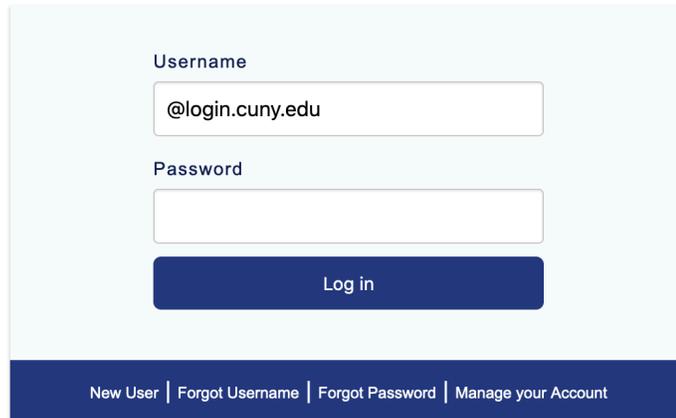
After downloading the course package from Blackboard, you can store it in your CUNY Office 365 OneDrive account.

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

## CUNY Login

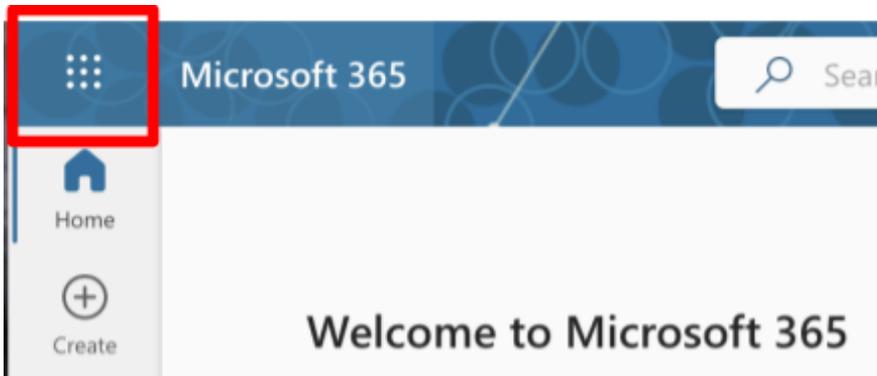
Log in with your [CUNY Login credentials](#)

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

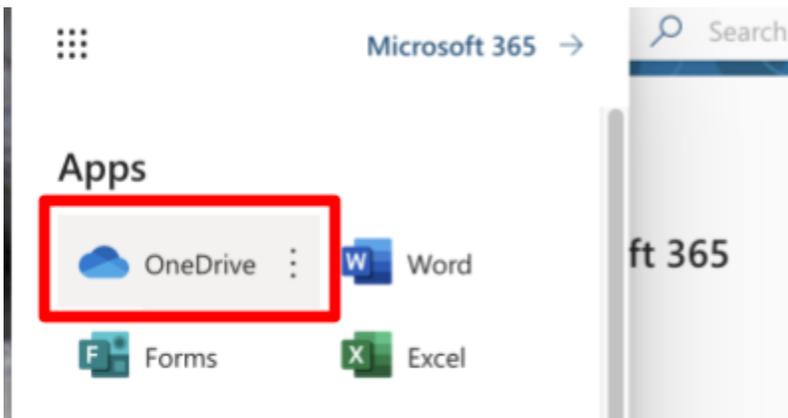


The screenshot shows the CUNY Login page. It features a light blue background with a white login form. The form has two input fields: "Username" with the text "@login.cuny.edu" and "Password" which is empty. Below the fields is a dark blue "Log in" button. At the bottom of the form, there are links for "New User", "Forgot Username", "Forgot Password", and "Manage your Account".

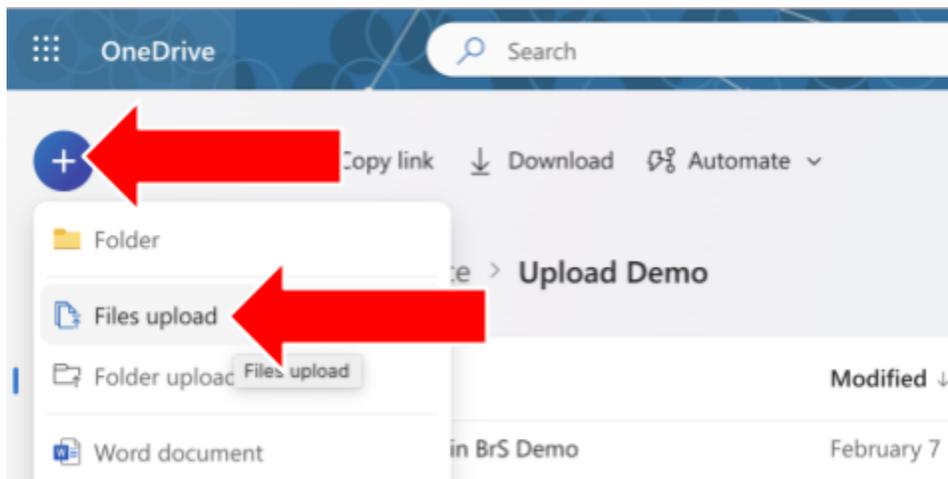
2. Click on the **Apps Launcher** icon



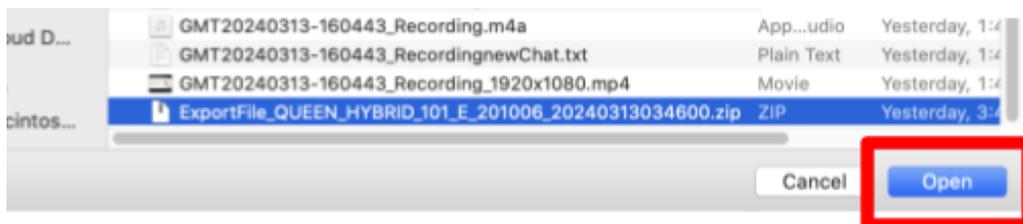
3. Click on **OneDrive**



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.**

