

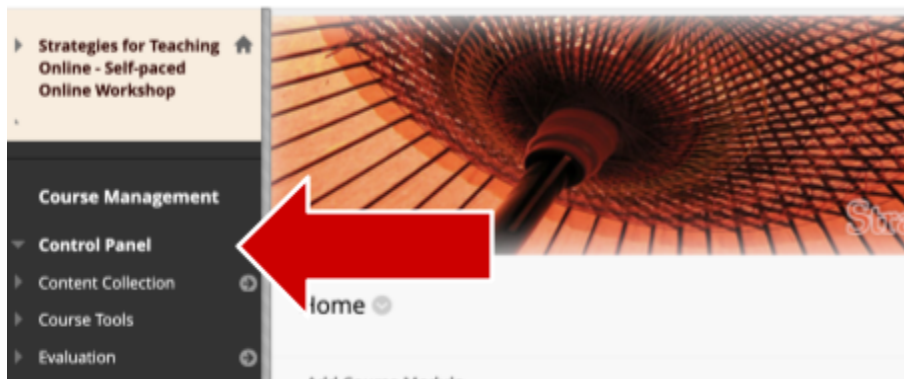
Backup Blackboard Courses to Brightspace

Brightspace Guides Collection

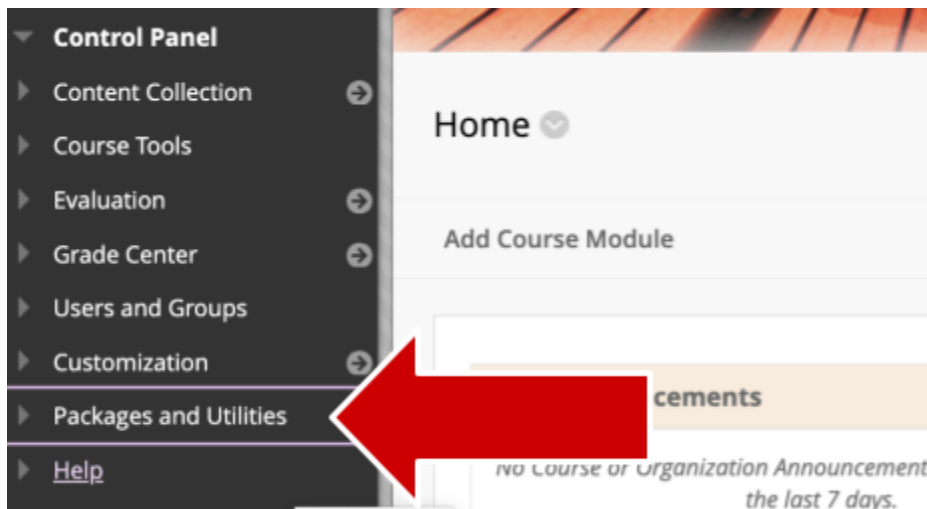
Note: This process will *not* backup Collaborate Ultra Recordings. That process is covered in [Download Collaborate Ultra recordings from Blackboard](#) (3:06).

Part 1: Export a Course Package from Blackboard

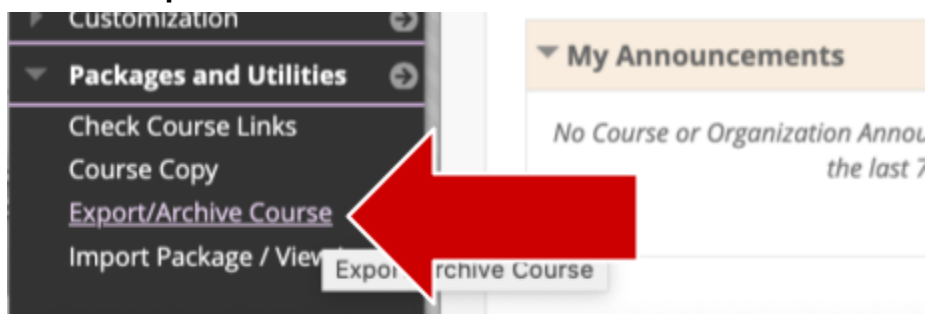
1. Go to the **Control Panel** of your Blackboard course.



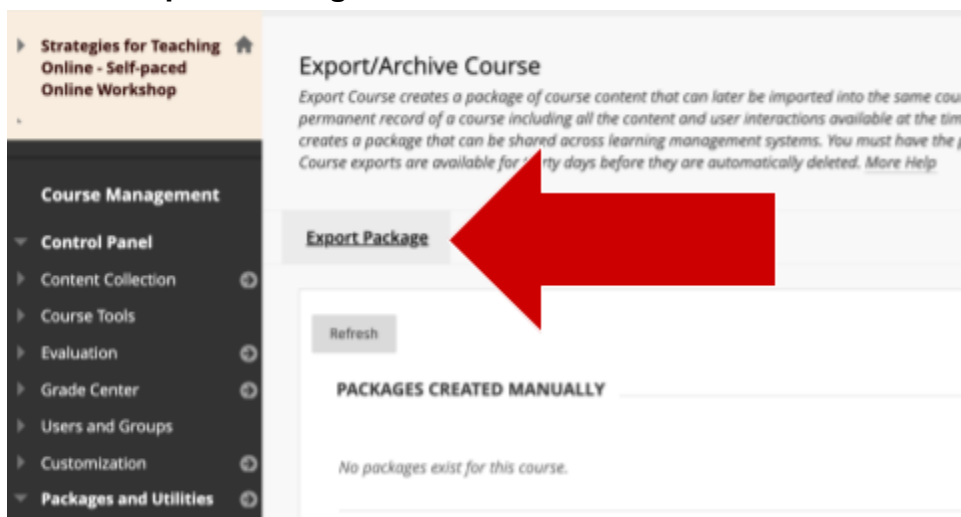
2. Click on **Packages and Utilities** to open the submenu



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



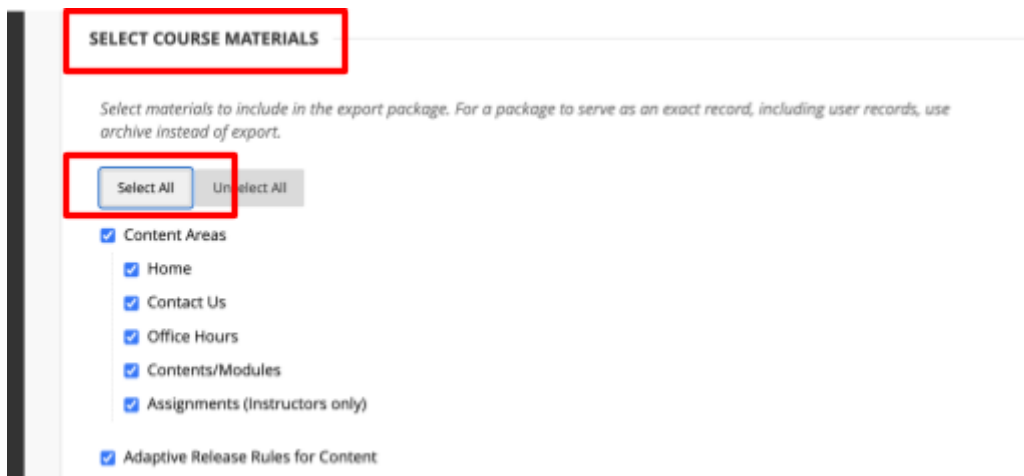
4. Click on **Export Package**



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



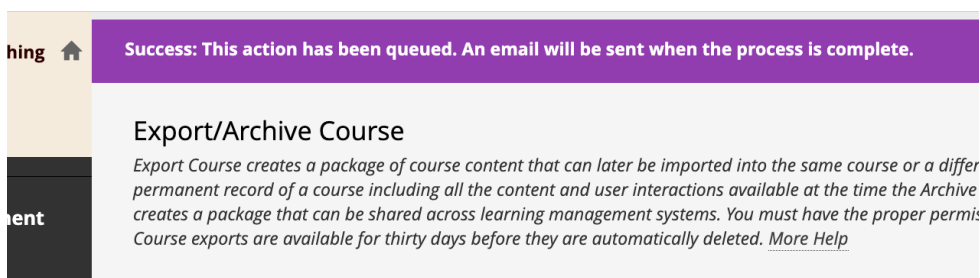
6. Scroll down to Select Course Materials and click on **Select All**.



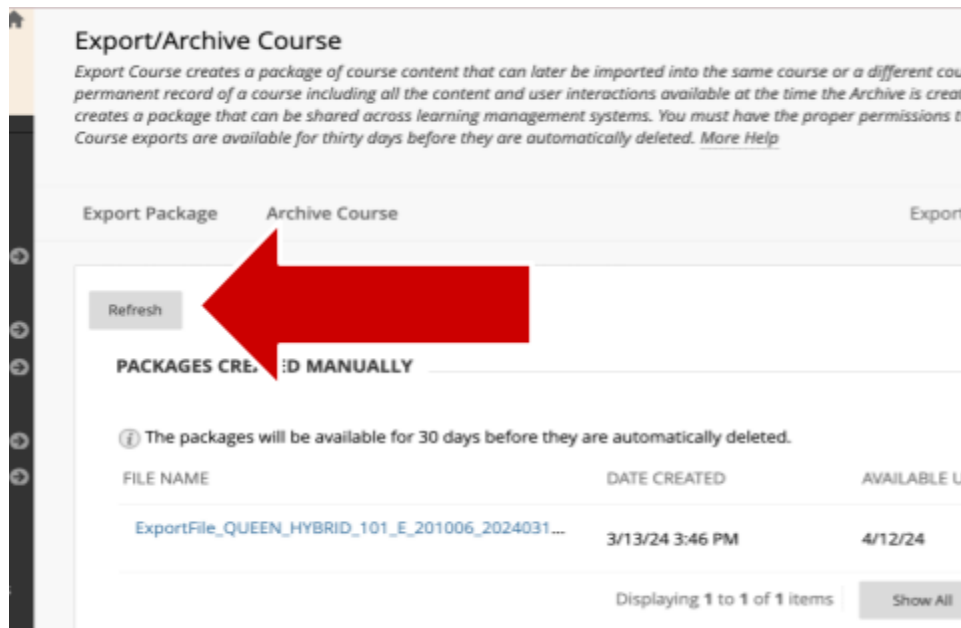
7. Scroll down to, and **deselect Settings** then click **Submit**.



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 package will be deleted from Blackboard 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.

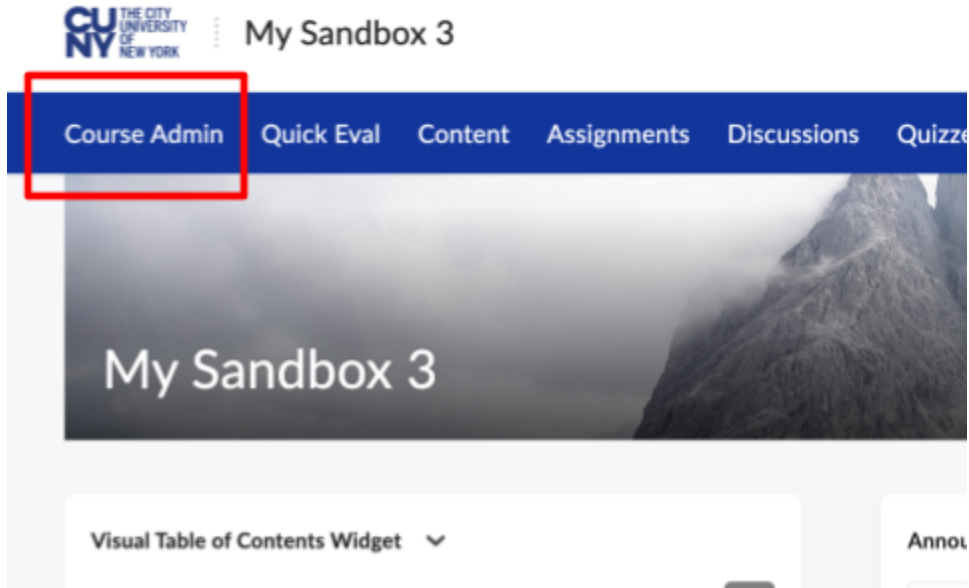


NOTE: The Safari browser automatically unzips downloaded files. Use a different browser, or go to Safari Preferences > General > uncheck 'Open "safe" files after downloading.'

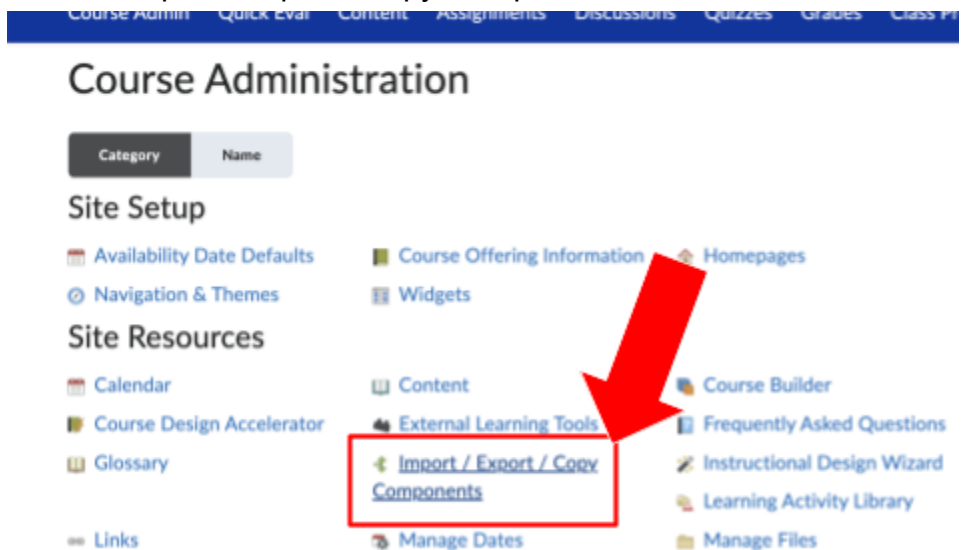
You can store the file on your device until you're ready to import it to your Brightspace course or you can store it in your [CUNY OneDrive account](#).

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

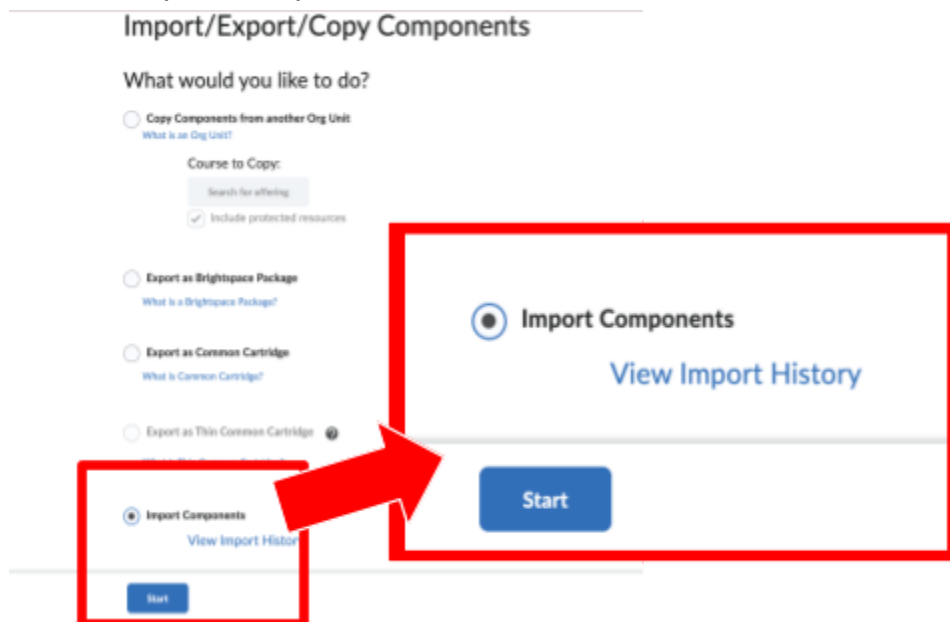
1. Click on **Course Admin** in the top navigation bar of your Brightspace course.



2. Click on Import / Export / Copy Components



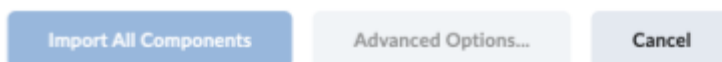
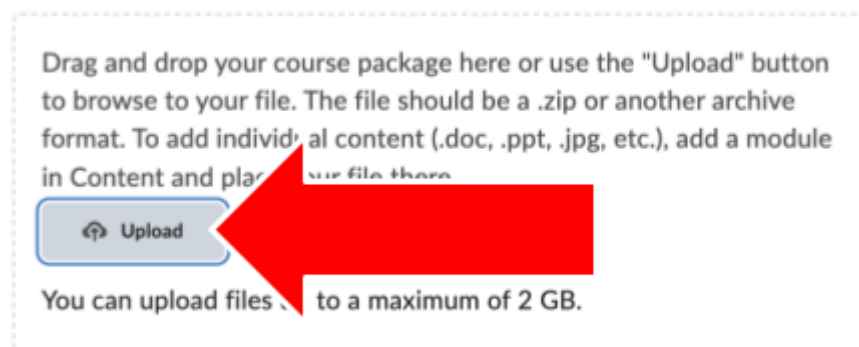
3. Click on Import Components then click on Start



4. Click on **Upload**

Select File

You are about to import a course from a file.




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) ×

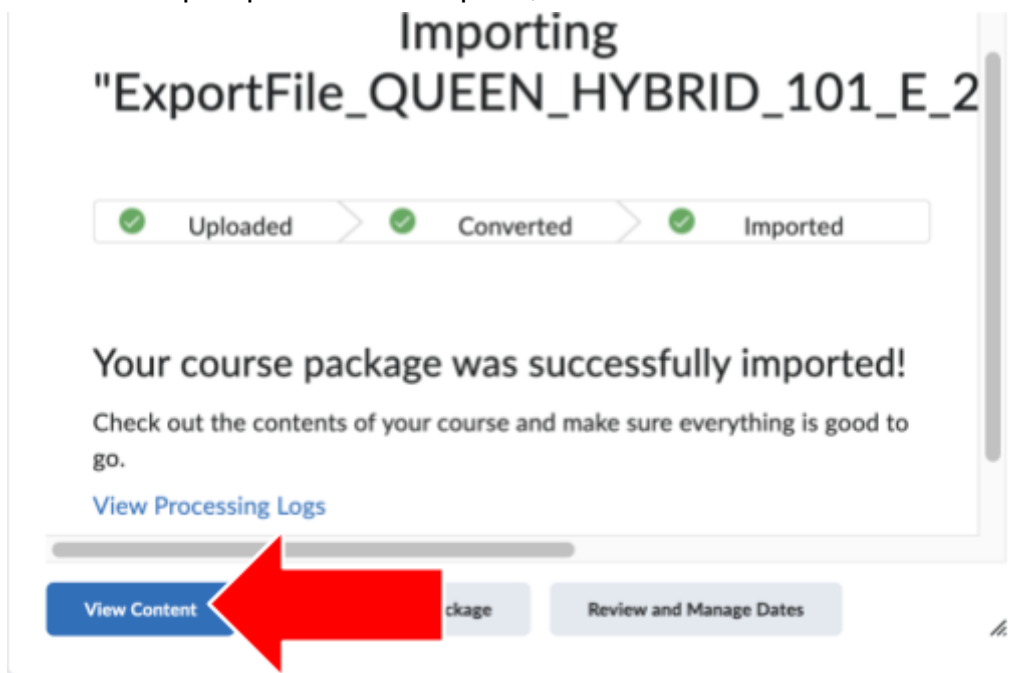
What is a course package? >

What is supported? >

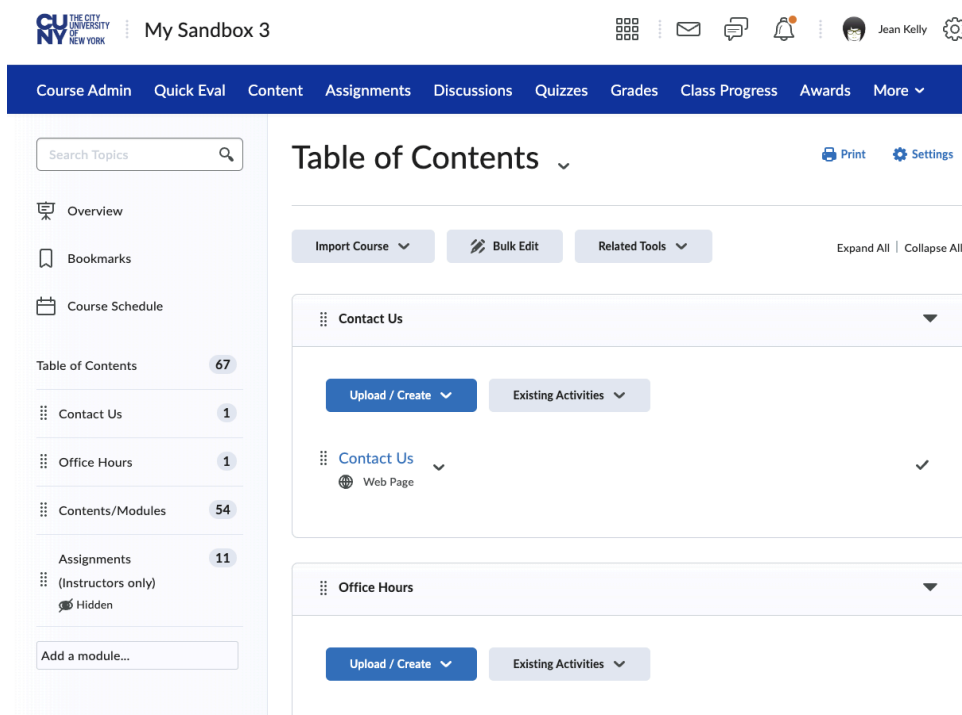
Can I import only parts of my course? >



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



8. The Table of Contents shows the imported components.



Upload the Course Package to OneDrive

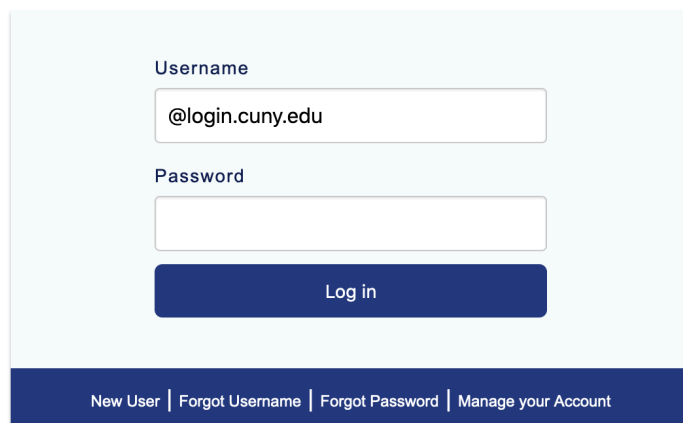
After downloading the course package from Blackboard, you can store it in your CUNY Office 365 OneDrive account.

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

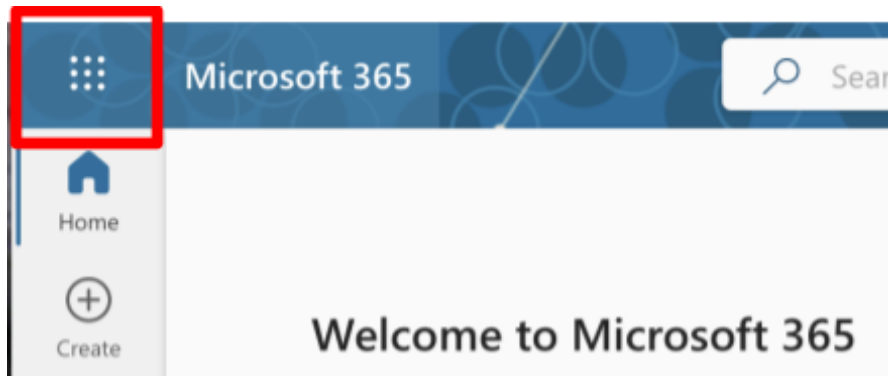
CUNY Login

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

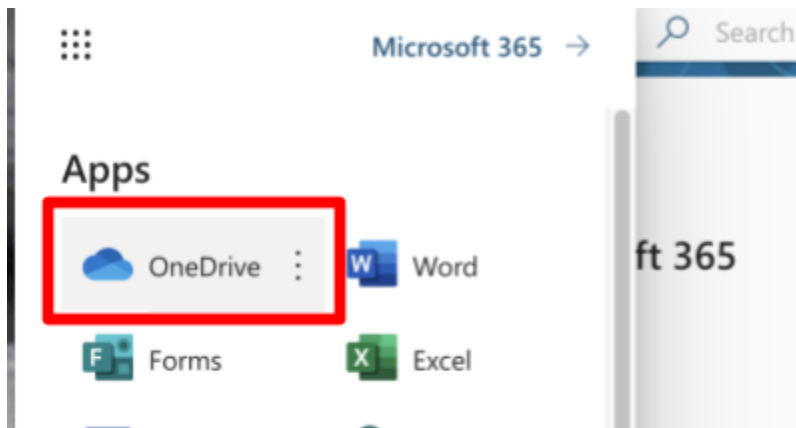
If you do not have a CUNYfirst account, see the [FAQs](#).

A screenshot of the CUNY Login page. It features a light blue background with a white login box. Inside the box, there are two input fields: 'Username' with the text '@login.cuny.edu' and 'Password' which is empty. Below the password field is a dark blue 'Log in' button. At the bottom of the page, there is a dark blue footer bar with white text links: 'New User', 'Forgot Username', 'Forgot Password', and 'Manage your Account'.

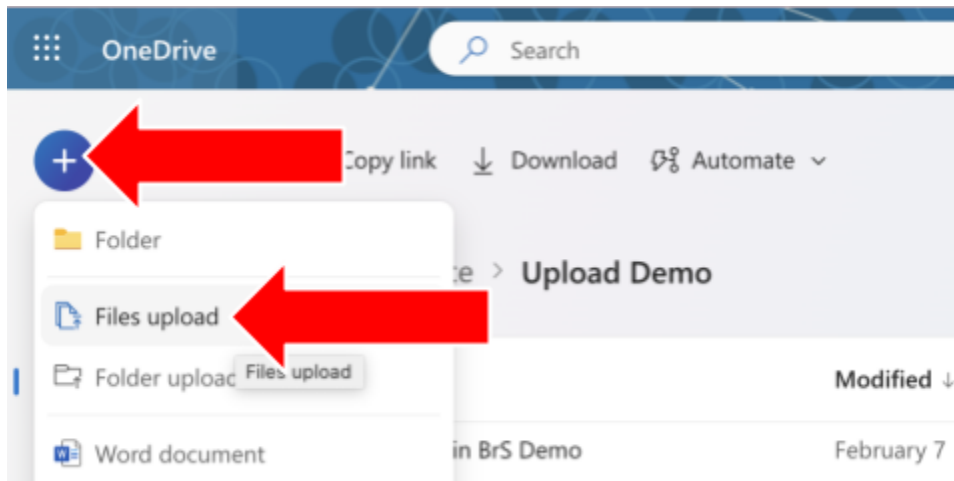
2. Click on the **Apps Launcher** icon



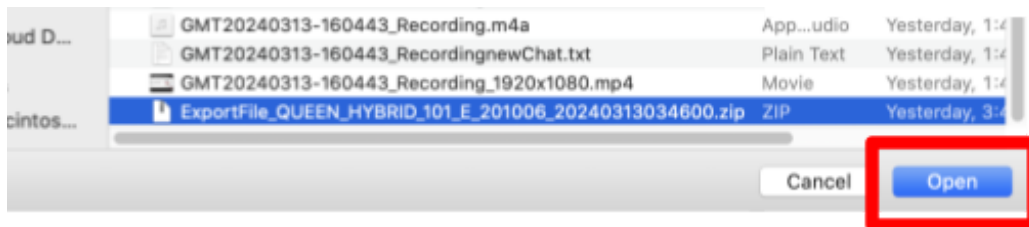
3. Click on **OneDrive**



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**.

