

Exporting Your Old Bb Shell into your New Bb Shell

Oregon Tech New Process:

Faculty will now be responsible for transferring their course content from one term to the next using a simple Export/Import process. This allows faculty to have more control over when they would like to start preparing for the next term, and ensures that the new course is populated with the EXACT course faculty want.

1. In the old course shell:

- Go to *Course Management* -> *Packages and Utilities* -> *Export-Archive Course*
- Click **Export Package** (gray bar)
- Check *Copy links and include copies* in two places
- Click *Calculate Size*

Export Course

Export Course creates a package of course content for reuse. Exporting a course includes Content, Settings, and Tools, but does not include user records. To create a copy of a course including user records, use Archive Course. [More Help](#)

Cancel Submit

SELECT COPY OPTIONS

* Source Course ID 201801_BIO205_11272

FILE ATTACHMENTS

*Choose between copying only the links to files or the links and new copies of every file attached within the course. Click **Calculate Size** to make sure that the package size does not exceed the limit.*

Course Files Default Directory Copy only links to course default directory files
 Copy links and include copies of the files in the course default directory

Package Size

- If the size is under 250MB, you can export your course
- If the size is over 250MB, housekeeping is needed, see instructions under “End of Term Help”
- Check what you want to copy:

(NOTE: If you select everything you’re safe. If you don’t use the tools nothing will come over and it will save you having to guess and/or accidentally miss something.)

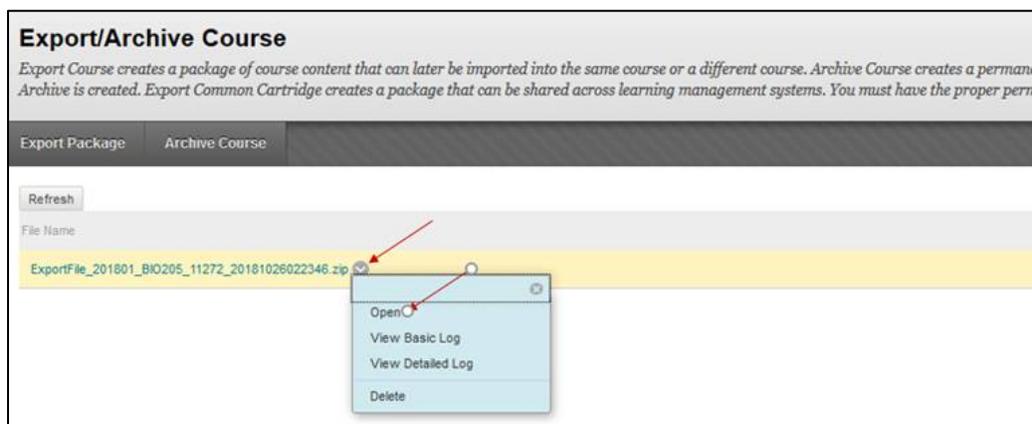
SELECT COURSE MATERIALS

Select materials to include in the export package. For a package to serve as an exact record, including user records, use archive instead of export.

Select All Unselect All

- Content Areas
 - Syllabus
 - Proctor Info
 - Course Materials
 - Assessments
 - Peer Consulting
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Contacts
- Content Alignments
- Discussion Board
 - Include starter posts for each thread in each forum (anonymous)
 - Include only the forums, with no starter posts
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
 - Banner Image
 - Language Pack
 - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

- Click *Submit*
- Wait till it is complete (either email notification or refresh until a zipped file for export appears)
- Click the down arrow (down chevron) on the file, *Open*



- Save (now file is downloaded to your computer)
- Click *OK*

2. In the NEW course shell:

- Go to *Course Management/Packages and Utilities/Import Packages-View Log*
- Click *Import Package* (gray bar)
 - (1) Browse your computer to find the zipped file, select it and click *Open*
 - (2) Under *Select Course Materials*, check *Select All*

Import Package

An Import package is a .ZIP file of exported Course content. Importing a package into an existing Course copies the content of the package into the existing Course. Import packages do not include user enrollments or records, such as discussion board posts and assessment attempts. [More Help](#)

Cancel Submit

SELECT COPY OPTIONS

* Destination Course ID 201802_BIO205_01W_21274

SELECT A PACKAGE

Click **Browse** to locate the course package:

Uploading large packages may take a long time.

* Select a Package

Selected File File Name

SELECT COURSE MATERIALS

Select materials to include. To recreate a course from an archive package, including user records, use restore instead of import.

- (3) Click *Submit*
- Wait till the import process is complete (email notification or refresh)

Import: 201802_BIO205_01W_21274 is Running. To access the detailed log, click here

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

Import Package / View Logs

Import a package file of course content for use in the course. Compatible packages include Blackboard Learn, Common Cartridge, Blackboard Vista 8 and Blackboard ANGEL 7.4 and 8.4 files generated by course copy are also listed on this page. You must have the proper permissions to perform this operation. [More Help](#)

Import Package

- An error message may appear: you can now address it one-by-one
3. You may have to adjust items on your course navigation if they have been renamed from the old course. Not a problem, just drag and drop.
 4. In the Syllabus / Course Schedule area we ask that you DO NOT delete the campus wide syllabus information.

Announcements

Instructor Information

Syllabus / Class Schedule

Welcome

Course Materials

Discussions

Campus Wide Syllabus Information

Document.pdf

Please do not delete - this contains all the Campus Wide policies so you don't have to include them in your Syllabus - If you delete this you will have to include them on your syllabus. We're doing this for both YOU and your students.

OregonTech Campus Wide Syllabus Information

Oregon TECH