Export Course from Blackboard and Import to Brightspace

The **Export course** feature creates a ZIP file of your course content that you can import to into Brightspace or download offline for later use.

Export Settings in Blackboard

1. In **Blackboard**, access the course you would like to export. In the course, navigate to the **Course Management panel** in the lower left > Select **Control Panel > Packages and Utilities > Export/Archive Course**

2. On the **Export/Archive Course** page, select **Export Package**
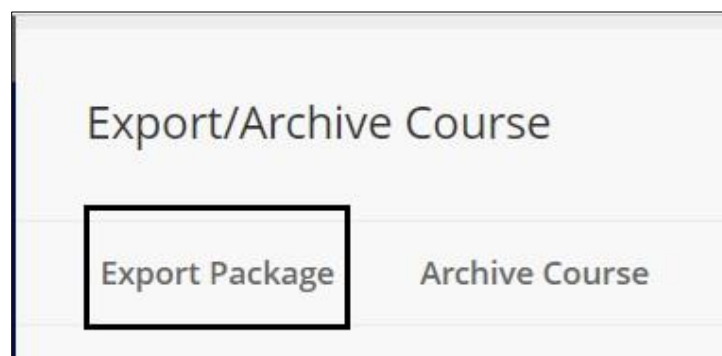
3. Under **File Attachments**, keep all default selections. No changes need to be made

4. In the Select **Course Materials** section, choose **Select All** to export all course materials.

   Note: If you have used Starter Posts in Blackboard for Discussions, those Starter posts will NOT migrate over to Brightspace. Starter Posts refer to an instructor creating their own thread WITHIN a forum to start the conversation. Most instructors use the Description box to post questions. Questions posted in the Description box WILL import over into Brightspace.

5. Select **Submit** to create export file

Download Export File Offline

Once the Export file has been created it will be listed under **File Name**.

1. Select the **blue file name** to download the zip file

Import into Brightspace

1. Sign into Brightspace at brightspace.cuny.edu

   Note: Use your CUNYLogin (firstname.lastname@login.cuny.edu) to sign into Brightspace. This is the same username and password for Blackboard.
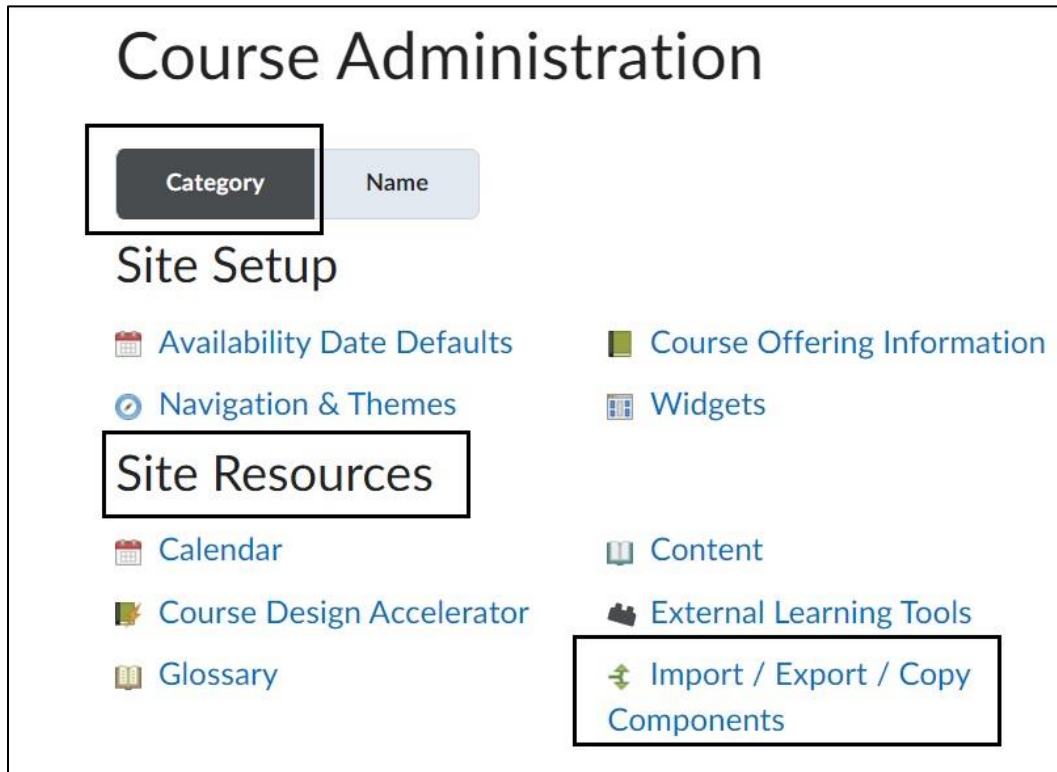
2. Under the **My Courses widget**, select the course that you want to import file to
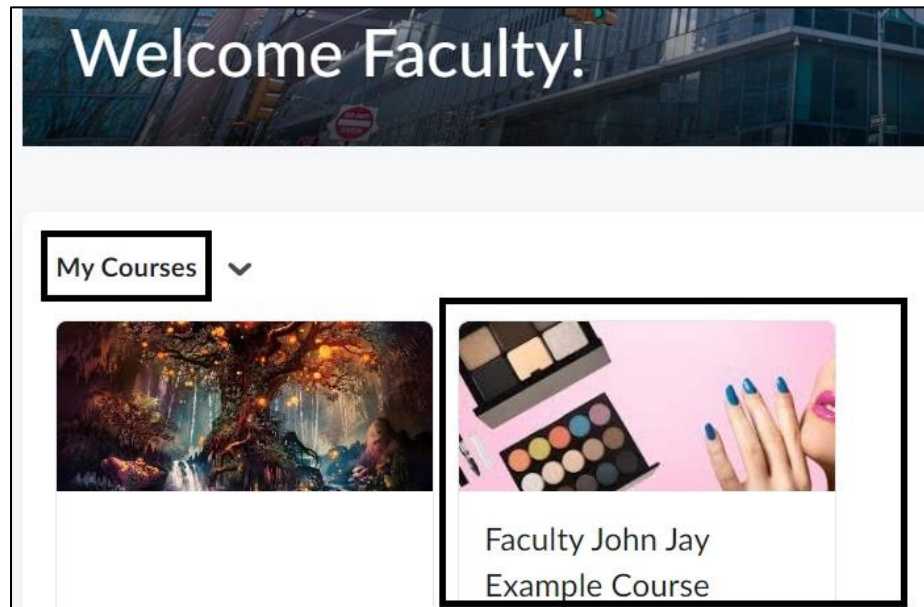
3. In the course, select **Course Admin** on the Nav Bar in the upper left

4. On the **Course Admin** page, under **Category > Site Resources** > select **Import/Export and Copy Components**

Course Administration

Category | Name

Site Setup

📅 Availability Date Defaults   📗 Course Offering Information

🧭 Navigation & Themes   🖼 Widgets

Site Resources

📅 Calendar   📖 Content

📗 Course Design Accelerator   🪓 External Learning Tools

📖 Glossary   ↕ Import / Export / Copy Components

5. On the **Import/Export/Copy Components** page, scroll to the bottom of the page and select **Import Components > Select Start** to begin importing file

◉ Import Components

View Import History

Start

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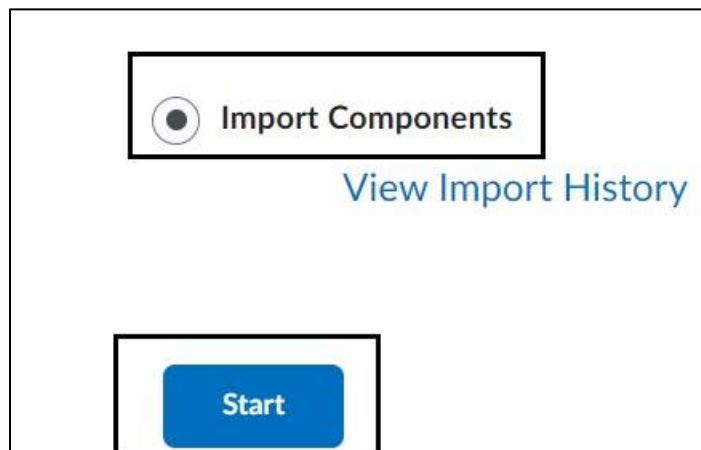
6. On the **Import Course Package** pop up box, select the **Upload button** to select the previously exported file. Once the file is listed, select **Import All Components** button to begin import
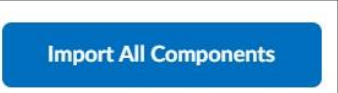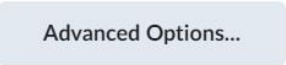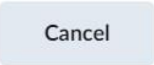
Note: Depending on the size of the file, it could take several minutes to import materials.

7. Once the import is finished, you will see a "**Your course package was successfully imported!**" message.
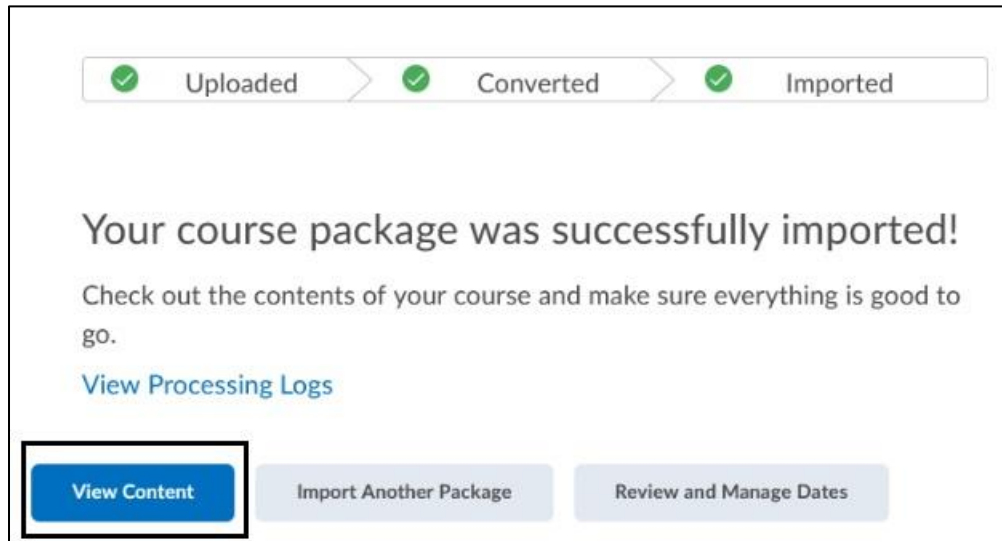
8. Select **View Content** to be brought into your course and review your materials. It is important to review imported materials as not all files or tools may transfer.

Please visit the John Jay LMS User Guides and Tutorials page for more information.

For assistance, please email DOES LMS Support at blackboard@jjay.cuny.edu