

Exporting/Importing Guide for Blackboard 9

With the introduction to using Blackboard 9, we transitioned to using a powerschool synced blackboard system. Because of this, old classes are deleted at the end of the school year and new classes are created after powerschool does its yearly promotion of student grade levels. This guide is to assist you in the yearly backup of your blackboard 9 course so that materials can be saved from year to year. **Note: Classes will not be ready for importing until after August 1st because of Powerschool student grade level promotions (rollover).**

Exporting:

1. Go to <http://blackboard9.kokomo.k12.in.us> or go to <http://www.kokomo.k12.in.us> and click on blackboard at the top of the page.
2. Log in with your school user name and password.
3. In your list of classes on the left, click on the course that you wish to back up the materials from.
4. Once your course page loads, click on "Packages and Utilities" from the Control Panel menu on the left.
5. Click on "Export/Archive Class."
6. Select "Export"
7. The next page will show you all the areas that are available to be backed up. You may choose not to bring over some of your content if it doesn't pertain to the next year's course or student generated data such as grades. Also note most uploaded documents and materials are saved in "Content Areas". Make sure you uncheck retention center rules, availability, duration and adaptive Release Rules for Content.
8. Once you have checked everything you want to export, click on calculate size. If the size is over 250mb you will have to break your export into two or more exports.
9. Once you are ready to create the export click on submit.
10. Your export will now be queued on the server and after 5-10 minutes your zip file should be listed on the same page that you clicked export on previously. It will look like ExportFile_ YOURCLASSNAME_20110512102238.zip, with the numbers representing the date and time of the export. If your email is configured correctly in your user profile on blackboard then it will email you once it is complete.
11. Click on the export and save it to your P drive.

Importing:

1. Repeat steps 1-4 from above
2. Click on "Import Package/View Logs"
3. Click on "Browse" under select package. Locate your export zip file in your P drive.
4. Choose the areas that you wish to import into. For example if you had content areas from your previous class that you wish to bring over to the new class, check "Content Areas". (Note that if you are unsure about what you want to bring over and you don't, you can import one area at a time by just checking 1 and hitting submit. You may not realize at first that most things that you want to bring over are only in the content area)
5. Click Submit.
6. This process may take a few minutes. After 5 or 10 minutes your content should show up in your class now.