



# HOW TO EXPORT YOUR COURSE

**eLearning Services**

Library: Room 4203

206-546-6966

[eLearning@shoreline.edu](mailto:eLearning@shoreline.edu)

**Step 1: Request a Master Course** *This is where you will be importing your courses.*

<http://intranet.shoreline.edu/elforms/RequestMasterCourse.html>

The screenshot shows a web page for the eLearning Faculty at Shoreline Community College. The page has a dark blue header with the college logo and the text "eLearning Faculty". Below the header is a white content area with the title "Blackboard Master Course Request". The form contains four input fields: "Your Name:", "Your Bb Username:", "Your E-mail Address:", and "Course Name:". A "Submit" button is located below the form. On the left side, there is a blue sidebar with navigation links: "Faculty eLearning" and "Back to Bb Requests". At the bottom of the sidebar, there is contact information for eLearning Services, including a library location, phone number, and email address. Below the sidebar, the page hours are listed: "Mon - Thurs: 8 to 5" and "Friday: 8 to 4:30". At the bottom of the page, there is a footer with copyright information and links to "Contact Us", "Accreditation Statement", and "Privacy and Non-Discrimination Statements".

**Shoreline**  
COMMUNITY COLLEGE

## eLearning Faculty

### Blackboard Master Course Request

Your Name:

Your Bb Username:

Your E-mail Address:

Course Name:

**Faculty eLearning**

[Back to Bb Requests](#)

**eLearning Services**  
Library: Room 4203  
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**Hours**  
Mon - Thurs: 8 to 5  
Friday: 8 to 4:30

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## COURSE MANAGEMENT

### ^ Control Panel

Files >>

### ∨ Course Tools

Evaluation >>

Grade Center >>

### ∨ Users and Groups

Customization >>

### Packages and Utilities

Bulk Delete

Check Course Links

Course Copy

Export/Archive Course

Import Course Cartridge

Import Package / View  
Logs

Manage LTI Links

Move Files to Course  
Files

### ∨ Help

Quick Unenroll

**Step 2:** Prepare existing course materials for export

**Go to Control Panel > Packages and Utilities**

**Click to open “Move Files to Course Files”**

### Step 3: Put a check in box, “Selecting this option...” and submit

COMMUNITY COLLEGE

My SCC Courses System Admin

Course Name Packages and Utilities > Move Files to Course Files Edit Mode is: ON

#### Move Files to Course Files

Existing content can be moved from a local course directory to Course Files for a specific course. When files are moved from local file storage to Course Files the resulting folder structure will reflect the Course Menu structure. The folder structure can be changed after the file is moved. If a file with the same name exists in the folder the name of the moved file will be incremented. For example, **Course\_Assignment.doc** becomes **Course\_Assignment(1).doc**. Administrators can make this tool available to Instructors through the **Course Tool** page located within **Course Settings**.

Cancel Submit

#### 1. Select Course

Source Course ID 2011\_NEW\_TEMPLATE



Selecting this option will add all content in this course to Course Files.

#### 2. Submit

Click Submit



Submit

**Course Files:** This is where your course files will land (step #4). This is a central file storage area for a single course.



COURSE MANAGEMENT

Control Panel

Files »

2010FacultyLearningCommunity\_Restore

Go

Basic Search

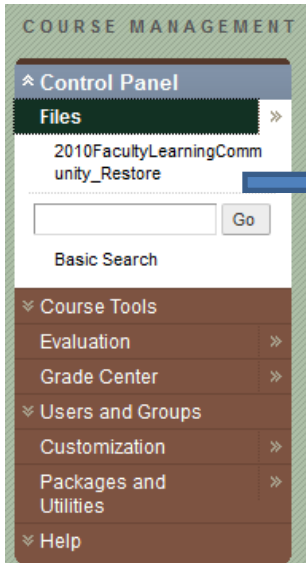
Course Tools

- Evaluation »
- Grade Center »

Users and Groups

- Customization »
- Packages and Utilities »

Help



COURSE MANAGEMENT

Control Panel

Files »

2010FacultyLearningCommunity\_Restore

Go

Basic Search

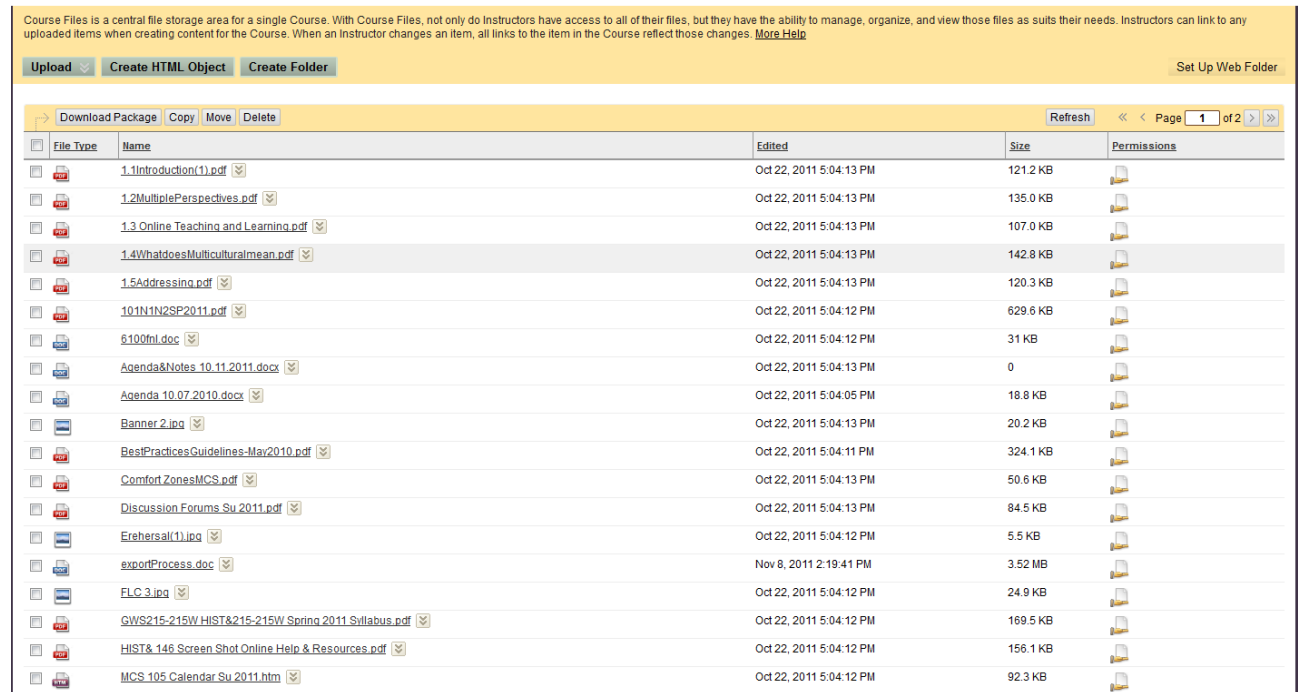
Course Tools

- Evaluation »
- Grade Center »

Users and Groups

- Customization »
- Packages and Utilities »

Help



Course Files is a central file storage area for a single Course. With Course Files, not only do Instructors have access to all of their files, but they have the ability to manage, organize, and view those files as suits their needs. Instructors can link to any uploaded items when creating content for the Course. When an Instructor changes an item, all links to the item in the Course reflect those changes. [More Help](#)

Upload Create HTML Object Create Folder Set Up Web Folder

Download Package Copy Move Delete Refresh Page 1 of 2

File Type	Name	Edited	Size	Permissions
PDF	1.1Introduction(1).pdf	Oct 22, 2011 5:04:13 PM	121.2 KB	
PDF	1.2MultiplePerspectives.pdf	Oct 22, 2011 5:04:13 PM	135.0 KB	
PDF	1.3 Online Teaching and Learning.pdf	Oct 22, 2011 5:04:13 PM	107.0 KB	
PDF	1.4WhatdoesMulticulturalmean.pdf	Oct 22, 2011 5:04:13 PM	142.8 KB	
PDF	1.5Addressing.pdf	Oct 22, 2011 5:04:13 PM	120.3 KB	
PDF	101N1N2SP2011.pdf	Oct 22, 2011 5:04:12 PM	629.6 KB	
DOC	6100fml.doc	Oct 22, 2011 5:04:12 PM	31 KB	
DOCX	Agenda&Notes_10_11_2011.docx	Oct 22, 2011 5:04:13 PM	0	
DOCX	Agenda_10_07_2010.docx	Oct 22, 2011 5:04:05 PM	18.8 KB	
JPG	Banner 2.jpg	Oct 22, 2011 5:04:13 PM	20.2 KB	
PDF	BestPracticesGuidelines-May2010.pdf	Oct 22, 2011 5:04:11 PM	324.1 KB	
PDF	Comfort ZonesMCS.pdf	Oct 22, 2011 5:04:13 PM	50.6 KB	
PDF	Discussion Forums_Su 2011.pdf	Oct 22, 2011 5:04:13 PM	84.5 KB	
JPG	Erehersall(1).jpg	Oct 22, 2011 5:04:12 PM	5.5 KB	
DOC	exportProcess.doc	Nov 8, 2011 2:19:41 PM	3.52 MB	
JPG	FLC 3.jpg	Oct 22, 2011 5:04:12 PM	24.9 KB	
PDF	GWS215-215W HIST&215-215W Spring 2011 Syllabus.pdf	Oct 22, 2011 5:04:12 PM	169.5 KB	
PDF	HIST& 146 Screen Shot Online Help & Resources.pdf	Oct 22, 2011 5:04:12 PM	156.1 KB	
HTML	MCS_105 Calendar_Su 2011.htm	Oct 22, 2011 5:04:12 PM	92.3 KB	

**All files in your course will be listed here**

# Step 4: Packages and Utilities>Export/Archive Course



## Packages and Utilities

### » Bulk Delete

Recycle the course by selectively removing areas.

### » Check Course Links

Check the status of links from Course Files to content in the course.

### » Course Copy

Copy information from selected course.

### » Export/Archive Course



**Click on Export/Archive Course**

Create a backup package of the Course. Archive will include user records and interactions with the Course while Export will only include Course content.

### » Import Course Cartridge

Download and install a Course Cartridge.

### » Import Package / View Logs

Import specific areas or all of the materials in a package file.

### » Manage LTI Links

Manage Basic LTI links.

### » Move Files to Course Files

Move content files from selected course to Course Files

COURSE MANAGEMENT

- \* Control Panel
  - Files »
- » Course Tools
  - Evaluation »
  - Grade Center »
- » Users and Groups
  - Customization »
- Packages and Utilities** »
- Bulk Delete
- Check Course Links
- Course Copy
- Export/Archive Course
- Import Course Cartridge
- Import Package / View Logs
- Manage LTI Links
- Move Files to Course Files

» Help

Quick Unenroll



# Step 5

The screenshot shows the 'Export/Archive Course' page in the Shoreline Community College system. The page title is 'Export/Archive Course' and it is in 'Edit Mode is: ON'. The main content area has a yellow background and contains the following text:

**Export/Archive Course**

Export Course creates a package of course content that can later be imported into the same course or a different course. Archive Course creates a permanent record of a course including all the content and user interactions available at the time the Archive is created. Export Common Cartridge creates a package that can be shared across learning management systems. You must have the proper permissions to perform these operations. [More Help](#)

Buttons for **Export** and **Archive** are visible, along with a button for **Export Common Cartridge**. Below these buttons, the text reads: "No packages exist for this course." A blue arrow points to the **Export** button.

At the bottom right of the main content area, there is an **OK** button.

The left sidebar contains a '24/7 Support' section with various icons and a list of course management options: Course Name, Start Here, Announcements, Course Information, Course Content, Weekly Folders, Discussions, Resources, Faculty, Grades and Bb Tools, Help and Resources, and Tegrity Classes. Below this is a 'COURSE MANAGEMENT' section with a 'Control Panel' and sub-items: Files, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, and Packages and Utilities.

The top navigation bar includes the user name 'Patricia Wade', 'My Places', 'Home', 'Help', and 'Logout'. The top right navigation bar includes 'My SCC', 'Courses', and 'System Admin'.

**Click on Export Button**

## Step 6: Check the size of your course

Course Name Packages and Utilities > Export/Archive Course > Export Course

Edit Mode is: ON



### Export Course

Export Course creates a package of Course content that can later be imported into the same Course or into a different Course. Unlike Archive Course, Export Course does not include any user interactions. It only includes Content, Settings, and Tools. You must have Manage Permissions on these files in order to make copies of them or to re-link them when copied. [More Help](#)

Cancel Submit

#### 1. Select Copy Options

\* Source Course ID 2011\_NEW\_TEMPLATE

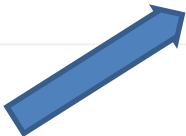
#### 2. Course Files

Click **Calculate Size** to make sure that the package size does not exceed the limit.

Package Size

Calculate Size

Manage Package Contents



## Click on Calculate Size button

## Step 7: If package size is over 100 MB, Stop Here.

course Name Packages and Utilities > Export/Archive Course > Export Course Edit Mode is: ON ?


### Export Course

Export Course creates a package of Course content that can later be imported into the same Course or into a different Course. Unlike Archive Course, Export Course does not include any user interactions. It only includes Content, Settings, and Tools. You must have Manage Permissions on these files in order to make copies of them or to re-link them when copied. [More Help](#)

Cancel Submit

- Select Copy Options**
  - \* Source Course ID 2011\_NEW\_TEMPLATE
- Course Files**

Click **Calculate Size** to make sure that the package size does not exceed the limit.

Package Size  Allowed package size: 100 MB **6.71 MB** Manage Package Contents

Contact Kathleen Chambers  
email address: [eLearning@shoreline.edu](mailto:eLearning@shoreline.edu)  
Phone: 206-546-6937

## Step 8

### 3. Select Course Materials

Select materials to include in the Export Package. For a

- Content Areas
  - Start Here
  - Course Information
  - Weekly Folders
  - Faculty Information
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Rubrics
- Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

#### Content

Check the following only if you use it:

Adaptive Release Rules

Announcements:

Blogs

Contacts: Faculty profile

Early Warning System

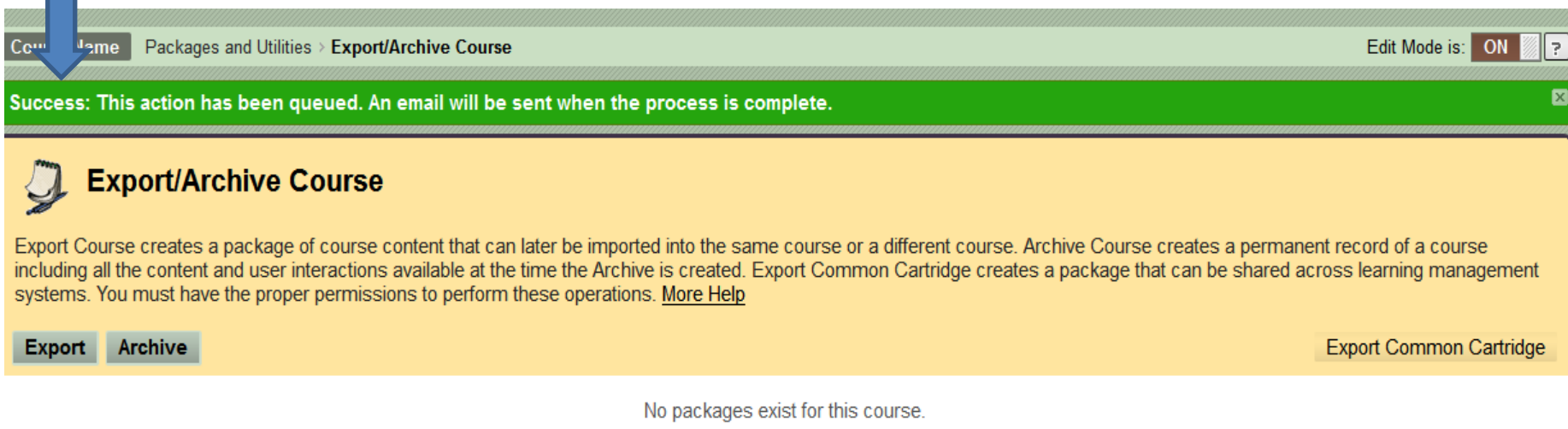
Grade Center Columns and Settings

Test, surveys, pools

Wiki

**Do Not Check: Settings**

**Step 9:** You will receive an email when the EXPORT process is complete.



The screenshot shows a web interface for 'Export/Archive Course'. At the top, there is a breadcrumb trail: 'Packages and Utilities > Export/Archive Course'. On the right, it says 'Edit Mode is: ON'. A green success message banner reads: 'Success: This action has been queued. An email will be sent when the process is complete.' Below this is a section titled 'Export/Archive Course' with a notepad icon. The text explains that 'Export Course' creates a package for reuse, 'Archive Course' creates a permanent record, and 'Export Common Cartridge' creates a shareable package. There are buttons for 'Export', 'Archive', and 'Export Common Cartridge'. At the bottom, it states 'No packages exist for this course.'

Course Name Packages and Utilities > Export/Archive Course Edit Mode is: ON

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

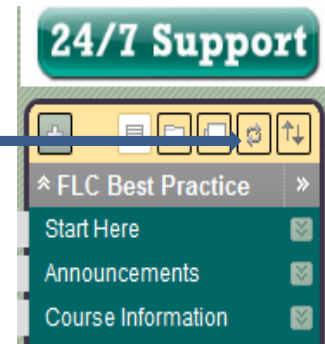
### Export/Archive Course

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Export Archive Export Common Cartridge

No packages exist for this course.

**Step 10:** After you receive the email, go back into Blackboard class Control Panel > Export Course and refresh the page.



Course Name Packages and Utilities > Export/Archive Course Edit Mode is: ON ?

## Export/Archive Course

Export Course creates a package of course content that can later be imported into the same course or a different course. Archive Course creates a permanent record of a course including all the content and user interactions available at the time the Archive is created. Export Common Cartridge creates a package that can be shared across learning management systems. You must have the proper permissions to perform these operations. [More Help](#)

**Export** **Archive** Export Common Cartridge

File Name	Date Created
ExportFile_2011_NEW_TEMPLATE_20111107034828.zip	11/7/11 3:48 PM

Displaying 1 to 1 of 1 items | Show All Edit Paging...

Right click

**“Save Target As”** in Internet Explorer, or, **“Save Link As”** in Firefox. *Save the file to a folder on the desktop or external device*

**This file is ready to be imported into your master course or saved until needed for another quarter.**



TO IMPORT YOUR COURSE, VIEW THE VIDEO AND PDF ON

**Importing Courses**  
**MASTER COURSE: BEST PRACTICES**

**eLearning Services**

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