



جامعة الجوف
Jouf University



Course Package
Export and Import



Instructor Guides

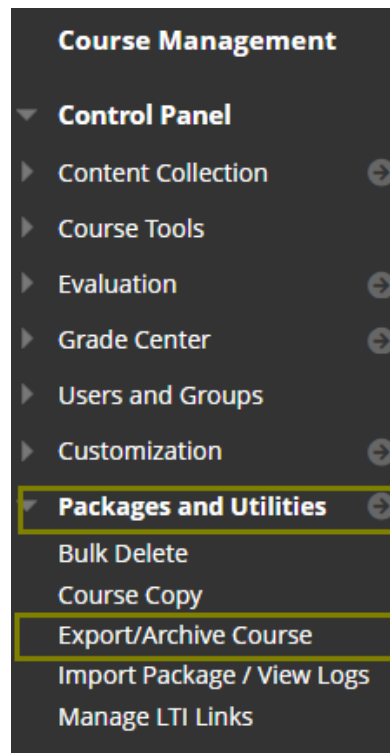


Course Package Export and Import

❖ Export course package:

A service available within the Blackboard system where exporting a course creates a package of course content that can later be imported into other sections of the course or into the same course in future semesters.

.To add Course content, log in to Blackboard at Al-Jouf University and navigate to your course
Then follow these steps



1. From the Course Menu go to *control panel*, choose *Packages and Utilities*, then choose Export/Archive Course.

Export/Archive Course

Export Course creates a package of course content that can later be imported into the same course or a different course. Export Common Cartridge creates a package that can be shared across learning management systems. You must delete. [More Help](#)

Export Package Archive Course

2. The Export/Archive Course page will appear, choose **Export Package**.

SELECT COURSE MATERIALS

Select materials to include in the export package. For a package to serve as an exact record, including

Select All Unselect All

- Content Areas
 - الصفحة الرئيسية | Home Page
 - الصفحة الرئيسية
 - وصف المقرر | Course Description
 - أساتذة المقرر | Course Instructor
 - المحتوى الدراسي | Course Content
 - الواجبات | assignment
 - الاختبارات | Exams
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Content Alignments
- Discussion Board
- Include starter posts for each thread in each forum (anonymized)
- Include only the forums, with no starter posts

3. From the **Export Course page**, select the items you want to export or choose **Select All** to select all course items and then click the **Submit** button.

Refresh

PACKAGES CREATED MANUALLY

The packages will be available for 30 days before they are automatically deleted.

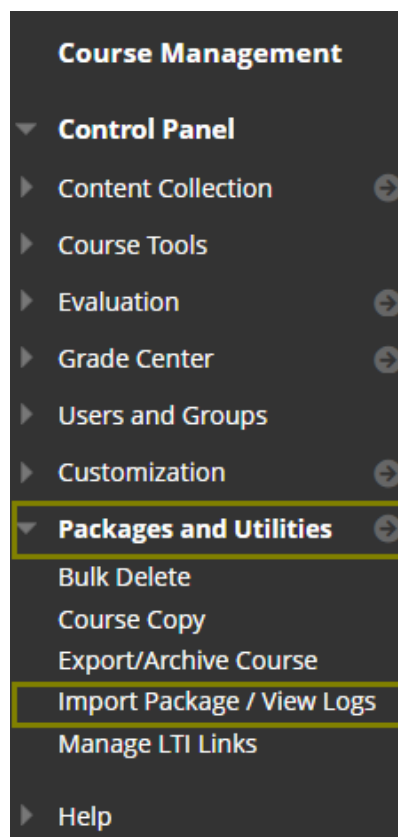
FILE NAME

ExportFile_ENGL103_452_7_1_212_20241223032130.zip

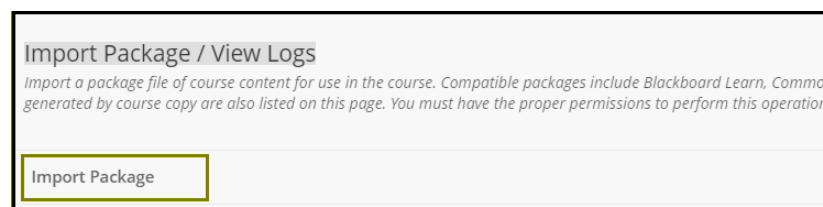
4. After submitting, you will see a **link to the course package as a zip file** in the same area (export/archive course), **click on the link** to download the package to your device.

❖ Import the course package:

A service available within the Blackboard system that enables a faculty member to import a course content package that previously exported from the course section or from the course in previous semesters.



1. After entering the course, from the *control panel*, choose *Packages and Utilities*, and then *Import Package /View logs*.



2. The Import Package / View Records page will appear, choose *Import Package*.

SELECT A PACKAGE

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

Uploading large packages may take a long time.

* Select a Package

- From the **Select Package**, click **Browse Local Files** to upload the course package (zip file format) that previously exported.

SELECT COURSE MATERIALS

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

- Content Areas
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Content Alignments
- Discussion Board
- Include starter posts for each thread in each forum (anonymized)
- Include only the forums, with no starter posts
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings

- From the **Select Course Materials**, choose **Select All** to add all the items inside the course package, and then click **Submit**.
- When the **import process is complete**, you will find all the imported items appearing in the course.