



Migrating Courses from Blackboard to Brightspace

D2L
BRIGHTSPACE

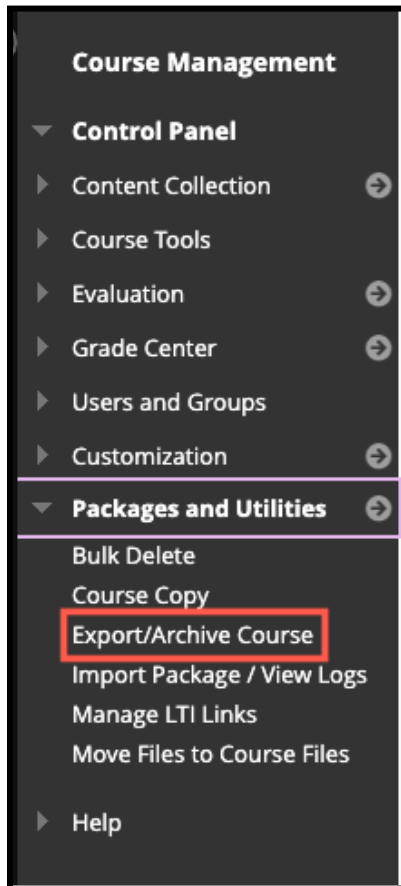
What will be covered in this guide?

This guide covers the process of exporting courses from Blackboard Original and Blackboard Ultra and then the process of importing those export files into Brightspace.

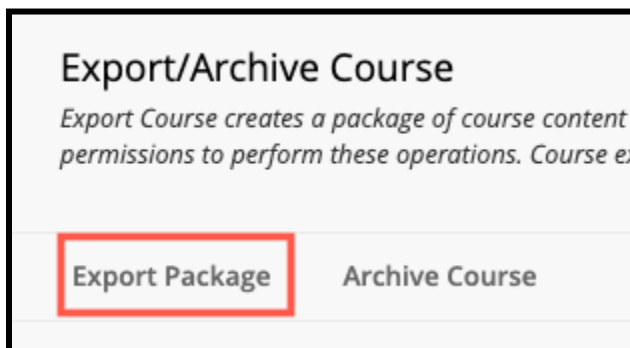
Link to Tutorial Video: [Moving Courses from Blackboard to Brightspace](#)

Exporting Courses from Blackboard Original

1. Navigate to your course in Blackboard Original.
2. Under **Course Management > Control Panel > Packages and Utilities**, select **Export/Archive Course**.



3. Select **Export Package**.



4. In the **Export Course** window make sure that the Default selections are done under **File Attachments**.

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](#)

SELECT COPY OPTIONS

Source Course ID 14_DLIIICourseShell_2206

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

Files Outside of the Course Default Directory ☐ Copy only links to files stored outside of the course default directory
☒ Copy links and include copies of the files outside of the course default directory

Package Size

5. In the **Package Size** row select **Calculate Size**. The course must be **2GB or Less** to be imported into Brightspace.

Package Size

6. Under **Select Course Materials**, press **Select All**, then press **Submit**.

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 (highlighted with red box 1)

- ☒ Content Areas
- ☒ Course Home
- ☒ Start Here
- ☒ Course Information
- ☒ Weekly Content
- ☒ Assignments
- ☒ External Links
- ☒ Faculty Information
- ☒ Adaptive Release Rules for Content
- ☒ Announcements
- ☒ Blogs
- ☒ Calendar
- ☒ 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
 - ☒ Availability
 - ☒ Banner Image
 - ☒ Course Guest Access
 - ☒ Course Observer Access
 - ☒ Duration
 - ☒ Enrollment Options
 - ☒ Language Pack
 - ☒ Navigation Settings
- ☒ Tasks
- ☒ Tests, Surveys, and Pools
- ☒ Wikis

Click Submit to proceed.

Submit (highlighted with red box 2)

7. You will receive an email notification when the export is ready to download, and it will provide instructions on where to go to download the file.
8. Navigate to the **Packages Created Automatically** section under **Export/Archive Course**
9. Under **Packages Created Automatically** select the latest .zip file and it will be downloaded to your downloads folder on your machine.

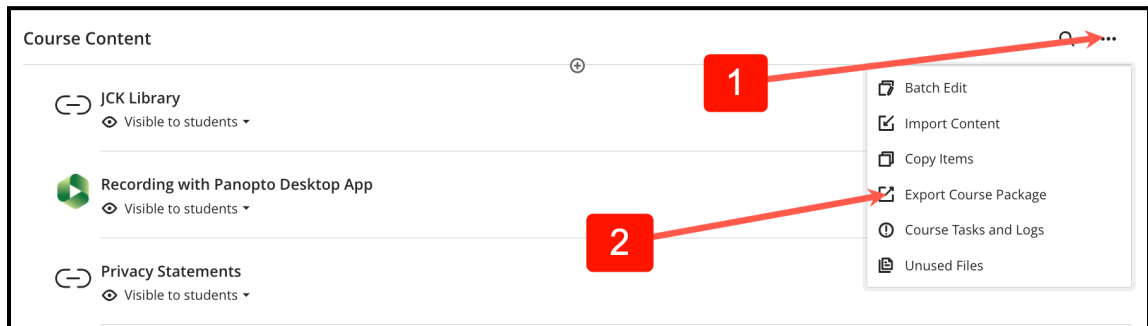
PACKAGES CREATED AUTOMATICALLY		
FILE NAME	DATE CREATED	AVAILABLE UNTIL
14_DUICourseShell_2206_187832_1_The 552 - The Myth and The Legend_1722064049457.zip	7/27/24 5:08 AM	8/26/24
14_DUICourseShell_2206_187832_1_The 552 - The Myth and The Legend_1723705605341.zip	8/15/24 3:45 AM	9/14/24
14_DUICourseShell_2206_187832_1_The 552 - The Myth and The Legend_1723792014259.zip	8/16/24 3:17 AM	9/15/24
14_DUICourseShell_2206_187832_1_The 552 - The Myth and The Legend_1723878423665.zip	8/17/24 3:51 AM	9/16/24
14_DUICourseShell_2206_187832_1_The 552 - The Myth and The Legend_1724224058028.zip	8/21/24 6:30 AM	9/20/24
14_DUICourseShell_2206_187832_1_The 552 - The Myth and The Legend_1724315488192.zip	8/22/24 9:44 AM	9/21/24

Displaying 1 to 6 of 6 items [Show All](#) [Edit Page...](#)

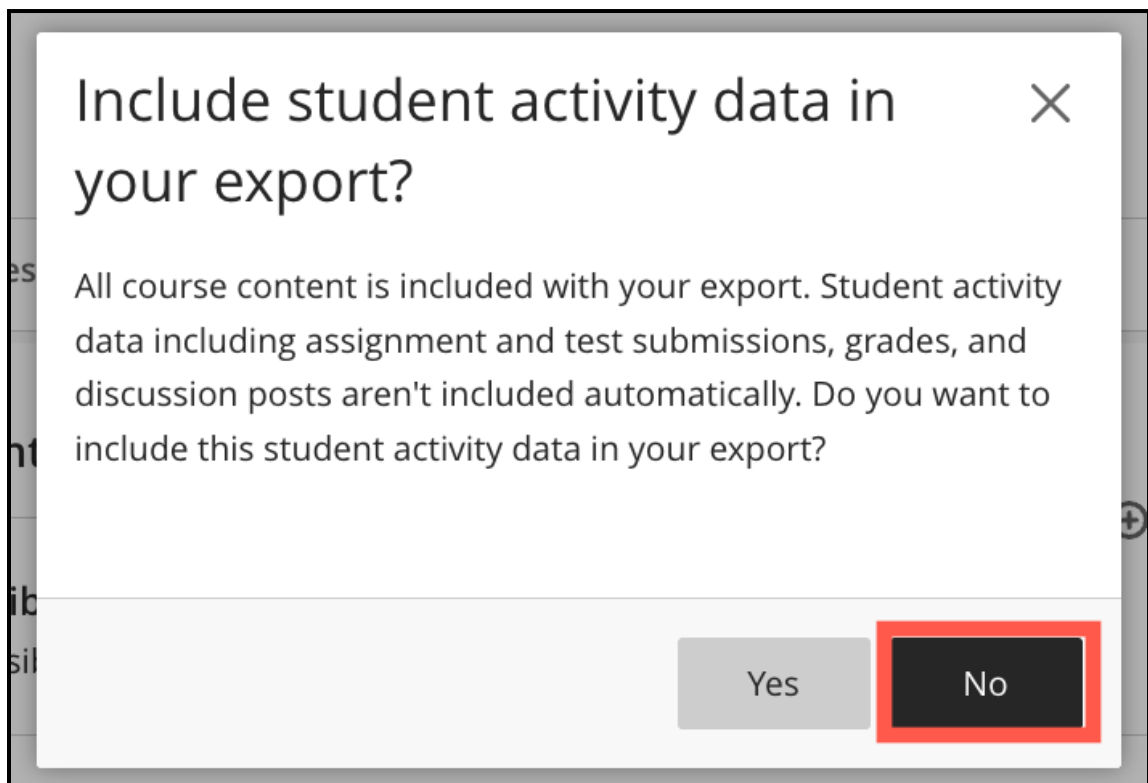
10. You have successfully exported and downloaded your course from Blackboard Original.

Exporting Courses from Blackboard Ultra

1. Navigate to your Blackboard Ultra Course you are wanting to export.
2. In the **Course Content** section select the [...] icon and from the menu that appears select **Export Course Package**.



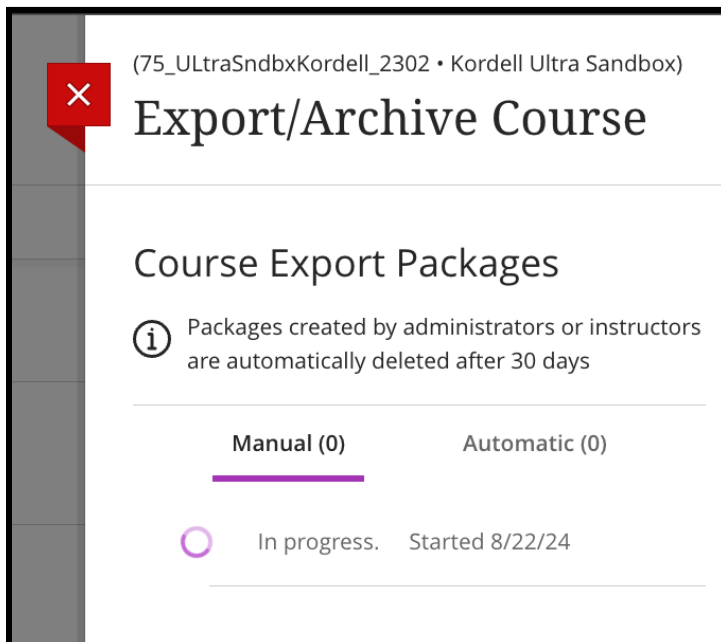
3. In the pop-up window that appears select **No**. No student activity data can be moved to Brightspace. Student data has been archived and is only available for a grade appeal process.



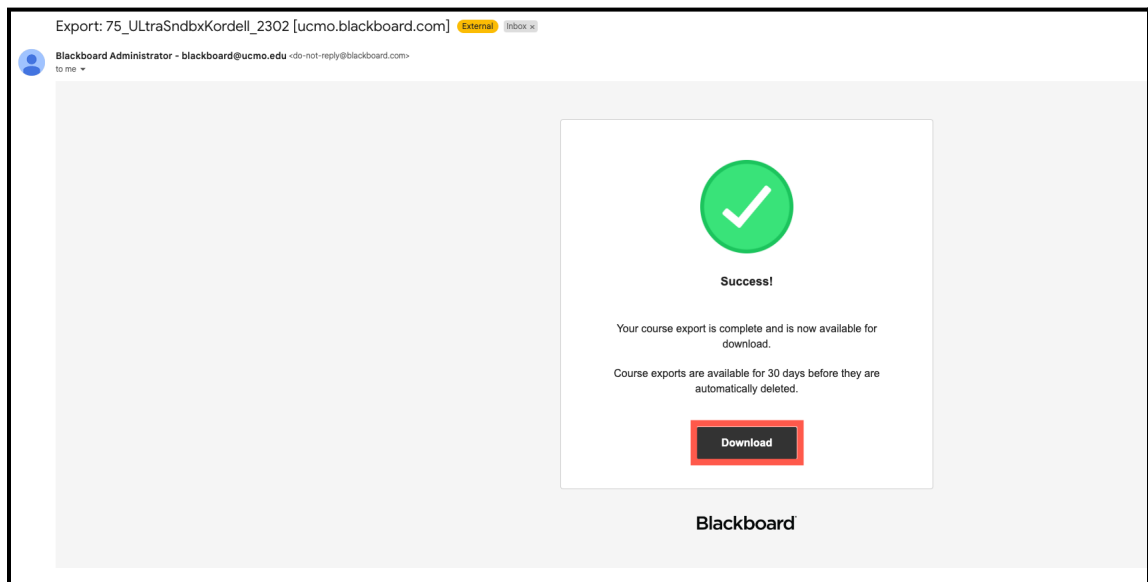
4. If the pop-up window above does not appear, then select the **Export Icon** in the top right corner of the slide out window. The pop-up window above will then appear.



5. The export process will begin and a side panel will slide out to show the progress.

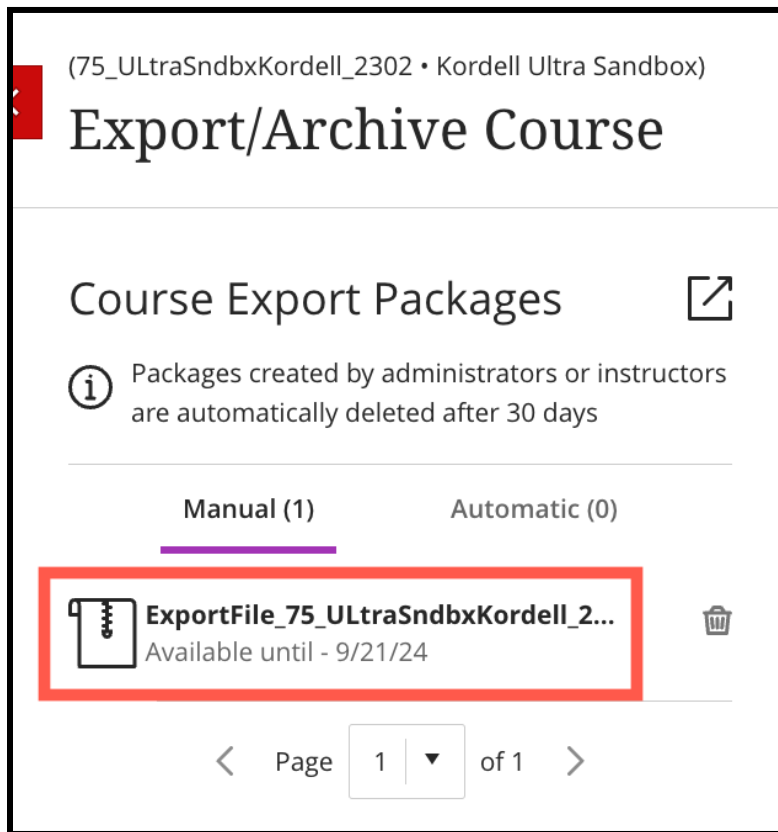


6. You will receive an email when the process is done. Select **Download**



7. It will open the Blackboard course and the **Export/Archive Course**

8. In the side panel that appears click on the zip file located in the window.

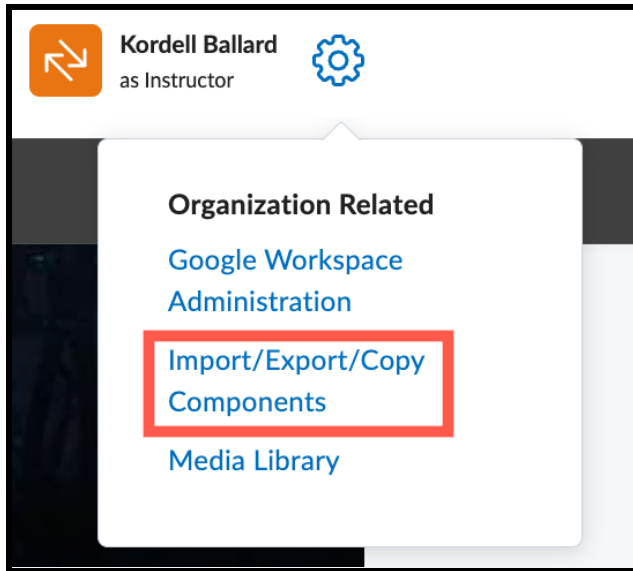


9. You have successfully exported and downloaded your course from Blackboard Ultra.

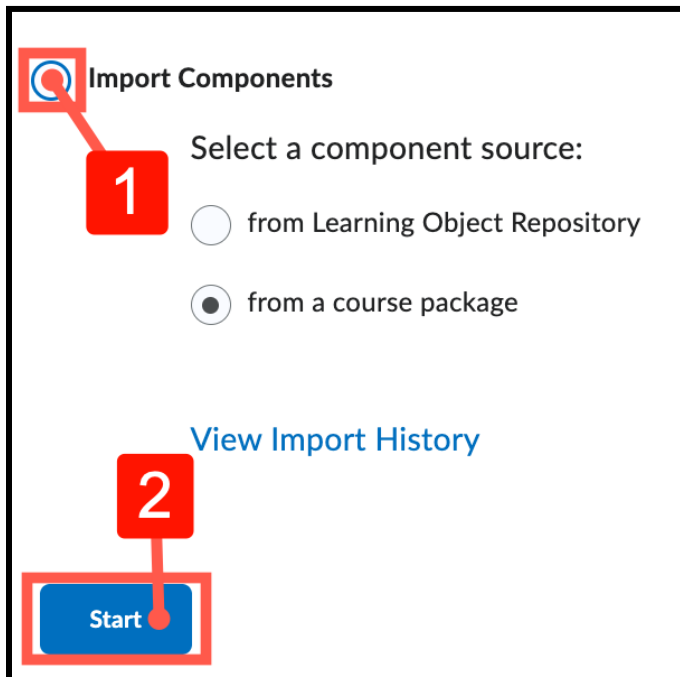
Importing Blackboard Original/Ultra Courses in Brightspace

1. Log in to Brightspace and navigate to the course you want to import into.

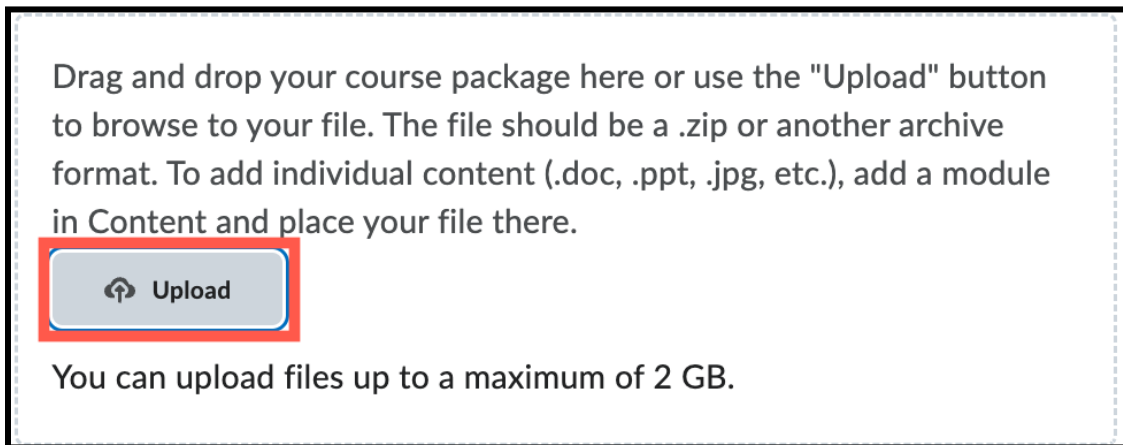
2. Once in the Course, click on the Gear Icon and select **Import/Export/Copy Components**.



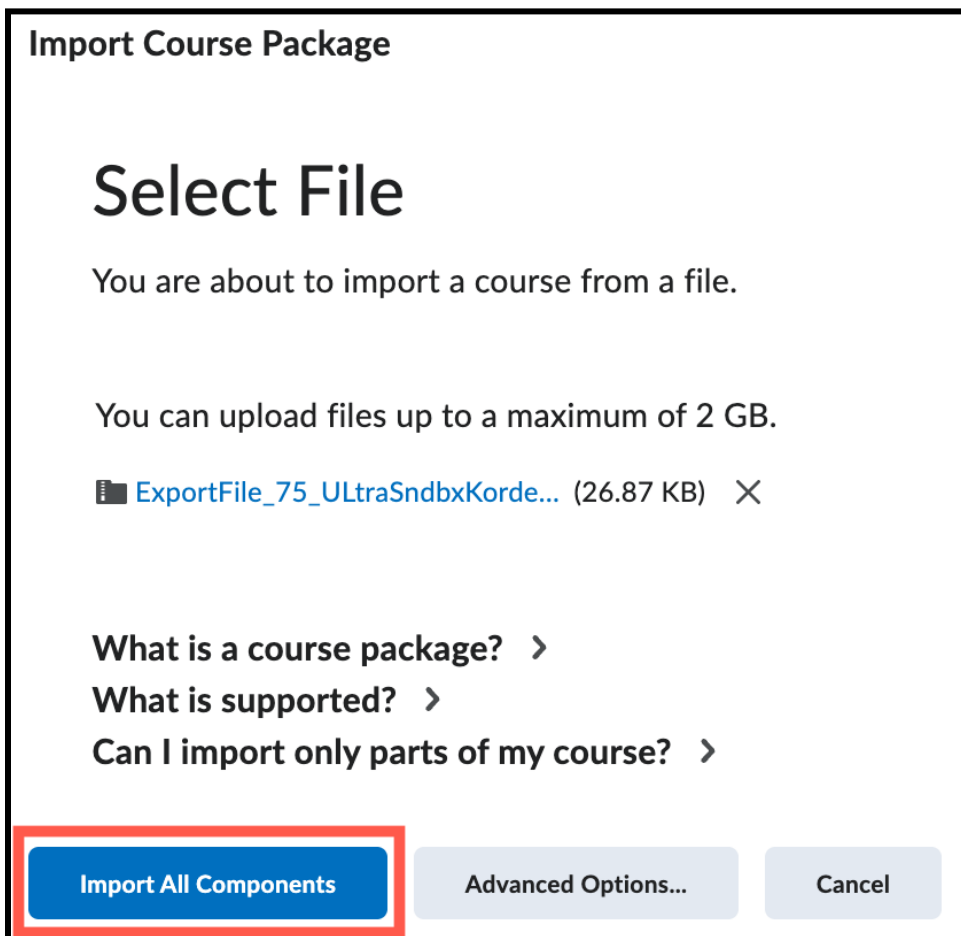
3. Navigate to the bottom of the page and select **Import Components**. Then click **Start**.



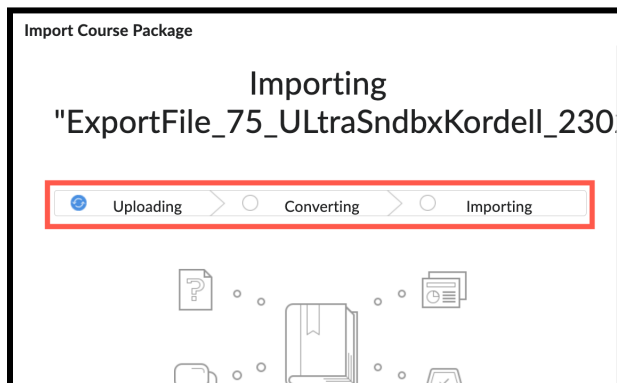
4. A pop-up window will appear. Click **Upload**, locate and select the zip file of your course that you exported from Blackboard earlier. Or you can drag and drop into the window.



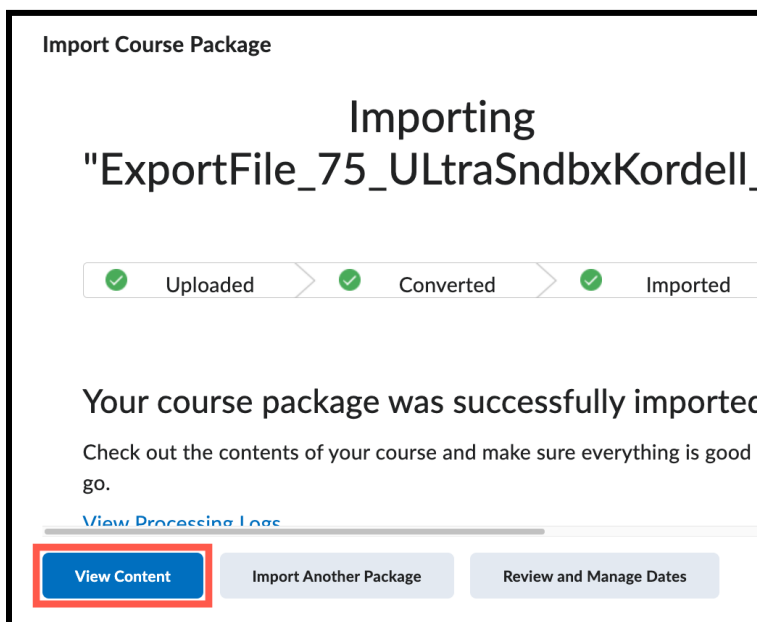
5. Click on **Import All Components**.



6. As your course is importing, you will see the import progress through three stages: **Uploaded**, **Converting**, and **Importing**.



7. Once the import process is complete you can click **View Content** to be directed to the course shell.



8. All imported content will be visible in your Brightspace course.

Need Further Assistance?

For further assistance please contact DLII at dlII@ucmo.edu