

Content Import and Export To & From Blackboard Learn and SkillsCommons.org

Skills Commons (<u>www.skillscommons.org</u>) contains a variety of materials, including courses covering a particular subject. Instructors may want to adopt such a course in total or nearly so. One of the platforms to deliver such a course to students is *Blackboard Learn* (<u>www.blackboard.com</u>), one of the leading Learning Management System (LMS) products in higher education.

Note that while *Blackboard Learn* is a commercial product, Blackboard offers a no-cost platform as well. The Coursesites platform (<u>www.coursesites.com</u>) is free and hosts many open online courses. Blackboard, the company, merged with MoodleRooms, which is a hosted implementation of Moodle (<u>www.moodlerooms.com</u>).

The purpose of this document is to illustrate the steps to import a course that resides in Skills Commons in an interoperable format, especially the IMS Common Cartridge (<u>http://www.imsglobal.org/cc/index.html</u>). Common Cartridge is a mature file format specification developed by the members of IMS, primarily those from the LMS and publisher communities. The document will also discuss how to export a *Blackboard Learn* course in either a native or cartridge form. This document is intended for course instructors and designers. A system administrator has access to course import and export options from outside a course.

Common Cartridge solves an important challenge, namely how to author a course-sized body of material, including documents, web links, assessments, and discussion topics, only once and yet have that content be readily imported into a variety of LMS platforms. Prior to the arrival and adoption of Common Cartridge, publishers had to prepare a separate file set for each LMS, which is less efficient and economical than a single format.

Skills Commons recommends that teachers who are already using *Blackboard Learn* to deliver the content they wish to submit to the repository should provide two submissions: a native LMS export and an IMS Common Cartridge export. As a common denominator, Common Cartridge limits the range of content it supports to that set of features LMS vendors share. This means that a native export offer a higher level of fidelity than a Common Cartridge, although the cartridge offers significant value. In a few cases, an LMS will import the native export of another LMS (e.g. Canvas will import Desire2Learn), but this is the exception rather than the norm. The two-format recommendation is intended to offer the higher fidelity when the adopting teacher's LMS is the same as the submitter's and lower but still useful fidelity when the adopting teacher's differ.

Note there are many versions of Blackboard Learn, so the exact look and features in your instance may vary.

Importing Content Into Blackboard Learn

First decide whether you want to import content into an existing course or have the material for the basis of new one course. To import into an existing course, open that course and continue with the instructions below; to import into a new course create or have the course created, open it, and then continue.



Next, find out if the file you want to import is an export of a *Blackboard Learn* course (.zip extension) or an IMS Common Cartridge (.imscc) extension.

Many LMS platforms use the zip extension, so be certain you have an export from *Blackboard Learn* and not from another LMS. The extension alone will not tell you if the cartridge came from *Blackboard* Learn; check the Skills Commons submission's description. Note that you can unzip the file and if it contains a file named imsmanifest.xml and if that file contains a line similar to this:

<manifest identifier="man00001" xmlns:bb="http://www.blackboard.com/content-packaging/">

near the top, then it is a *Blackboard Learn* export. If the export did not come from *Blackboard* Learn and you try to import it, *Blackboard Learn* will show and import error with no harm done, so you can always just try it.

The Common Cartridge, as its name implies, is an export file format intended for use with many LMS platforms.

Importing IMS Common Cartridge Into Blackboard Learn

The cartridge is imported into an existing course, so create one if needed. From within a course, from the course **Course Management** menu, choose **Import Package / View Logs**.

8		My Organization Co	ourses C	Community	Services	System Admin
Discussions	No Course or Department Announcements have been posted in the last 7 days.					
Groups	more announcements+	What's Past Due				Actions 😸
Tools		All Items (0)				
Help	T My Tasks					
COURSE MANAGEMENT	My Tasks: No tasks due.	What's Due Select Date: 02/23/20	015	Go		Actions ¥
Control Panel Content Collection →	more tasks>	▼ Today (0)	Nothi	ing Due Today		0
Course Tools		> Tomorrow (0)				
▶ Evaluation →	What's New	This Week (0)				
▶ Results Center →	Actions *	h Euture (0)				
Users and Groups	No Notifications	P Future (0)				
▶ Customization →				Last Upda	ted: December	30, 2014 7:51 AM
▼ Packages and Utilities →	Last Updated: December 30, 2014 7:51 AM					
Bulk Delete Course Copy		* Alerts				
Export/Archive Course	Veeds Attention					
Import Course Cartridge Import Package / View Logs Manage LTI Links	Actions 😵	Past Due				Actions 🔹
▶ Help	List Industrie Becombas 20, 2014 7:51 AM		No	Notifications		

This menu will bring up an Import page. Click on the **Import** Package button.



A O Packages and Utilities >	mport Package / View Logs	Fait Mode is: CON 2
e 🕹 🕹 🖬	Import Package / View Logs	
Introduction to Health A	Import a package file of course content for use in the course. Compatible packages include Blackboard L ANGEL 7.4 and 8.0. View the log files that are generated after each import. The log files generated by co permissions to perform this operation. <u>More Help</u>	earn, Common Cartridge, Blackboard Vista 8 and Blackboard ourse copy are also listed on this page. You must have the proper
Information Content	Import Package	
Discussions		
Tools		
Help	No Import/Copy Log Files	

From the Import Package page, browse to select an IMS Common Cartridge. Cartridges having the extension "imscc". If your file has a ".zip" extension it probably is not a cartridge but a course export instead. Either file type can be imported.

Import Package An Import package is a .ZIP fi packages do not include user	e of exported Course content. Importing a package into an existing Course copies the content of the package into the existing Course. Import nrollments or records, such as discussion board posts and assessment attempts. <u>More Help</u>
	Cancel Submit
SELECT COPY OPTIO	IS
* Destination Course ID	MED_342_2015_Spring
SELECT A PACKAGE	
Click Browse to locate the	Course Package:
Uploading large packages n	ay take a long time.
★ Select a Package	Browse My Computer
Selected File	File Name introduction-to-health-careers-export.imscc Do not attach Image: Constant of the second s

Lower down on the page, select which types of content to include. Note that while you can specify which type of content, you cannot select some content of this type and not another. Some LMS platforms allow you to import a subset of the content, but with *Blackboard Learn* it is all or nothing for a given content type. Of course, after importing, you can remove content you don't want from the course.



Given this import model, we recommend that submissions to Skills Commons include only the content that logically belongs together. If there is a lot of content, it may be better to submit subsets for the convenience of those adopting the material. Check the guidelines for packaging content in the SkillsCommons Support Services Center for more information.

CLIECT COURCE NATERIALS	
SELECT COURSE MATERIALS	
Select materials to include. To recreate a course from an archive package, including user records, use restore instead of import. Select All Unselect All	
Content Areas	
✓ Content Alignments	
✓ Discussion Board	
✓ Tests, Surveys, and Pools	
Click Submit to proceed. Click Cancel to go back.	
	ancel Submit

The import file will be queued for processing:



When the import is complete, there is an opportunity to view a log of the operation.

Import: MED_342_2015_Spring is Complete. To access the detailed log, click here	
Import Package / View Logs Import a package file of course content for use in the course. Compatible packages include Bl ANGEL 7.4 and 8.0. View the log files that are generated after each import. The log files gene permissions to perform this operation. <u>More Help</u>	ackboard Learn, Common Cartridge, Blackboard Vista 8 and Blackboard erated by course copy are also listed on this page. You must have the proper
Import Package	
Import/Copy Log Name	Import/Copy DateTime
ImportFile_MED_342_2015_Spring_20150223102245_detailed.txt	Feb 23, 2015 10:23:37 AM PST
	Displaying 1 to 1 of 1 items Show All Edit Paging

Refreshing to view of the course should show the new content added to the navigation menu. For example, the result of this import created two content areas: "Introduction to Health Careers" and "Web Links".





This completes the import process and the new material can be reviewed and used directly.



Exporting Content From Blackboard Learn

From within a course, from the course **Course Management** menu, choose **Export / Archive Course**.



8			My Organization	Courses	Community	Services
Introduction to Health Careers WebLinks		Where Do We Fit In?				
COURSE MANAGEMENT		We, the Nation and Putting the Pieces Together				
 Course Tools Evaluation → Results Center → 		More than Just a Uniform				
 > Users and Groups > Customization → > Packages and Utilities → Built Delete 		Following the Rules and Agree or Disagree				
Course Copy Export/Archive Course Import Course Cartridge Import Package / View Logs Manage LTI Links		Looking Locally and Nationally				
▶ Help		Around Most of the Time or In and Out?				
X Quick Unenroll	+					

At this juncture, you can create Export a Package or Export a Common Cartridge Package. Exporting a package will create a copy of the course suitable for importing into another *Blackboard Learn* course in your instance or someone else's. The package will contain all the features of the course, such as content, announcements, discussions, etc, with only the user data such as grades missing. To include user data, make an Archive, but that is not apprpriate for Skills Commons. The package is complete, but contains data that will not be importable by an LMS other than *Blackboard Learn*. Skills Commons suggests you make both an export package and a Common Cartridge to have the best of both, namely a complete course for those importing into *Blackboard Learn* and a Common Cartridge for us in other LMS platforms.





Following the Export Package path for now, there is a long page of options that control what is included in the export.

Export Course Export Course creates a package a course including user records,	e of course content for reuse. Exporting a course includes Content, Settings, and Tools, but does not include user records. To create a copy of use Archive Course. More Help
	Cancel Submit
SELECT COPY OPTIONS	· · · · · · · · · · · · · · · · · · ·
* Source Course ID	MED_342_2015_Spring
FILE ATTACHMENTS	
Choose between copying only a not exceed the limit.	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
Course Files Default Directory	O 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	Copy only links to files stored outside of the course default directory
benant birectory	Copy links and include copies of the files outside of the course default directory
Package Size	Calculate Size Manage Package Contents
SELECT COURSE MATER	IIALS
Select materials to include in the	he export package. For a package to serve as an exact record, including user records, use archive instead of export.
Select All Unselect All	
Content Areas	

- Content Areas of Home Page
- ✓ Information
- ontent 🗹
- ✓ Introduction to Health Careers
- of WebLinks
- ✓ Adaptive Release Rules for Content
- dnnouncements
- 🥑 Blogs
- olendar 🗹
- Collaboration Sessions
- 🗹 Contacts
- Content Alignments
- oiscussion Board
- Include starter posts for each thread in each forum (anonymized)
- Include only the forums, with no starter posts



✓ Glossary
Group Settings
✓ Journals
Sesults Center Columns and Settings
Setention Center Rules
S Rubrics
Settings
✓ Availability
🥑 Banner Image
Course Guest Access
Course Observer Access
✓ Duration
Senrollment Options
🥑 Language Pack
✓ Navigation Settings
✓ Tasks
✓ Tests, Surveys, and Pools
✓ Wikis

The export is queued for processing:



Export / Arch Export Course creates course including all th learning management	nive Course s a package of course te content and user in t systems. You must)	content that can later be imported into the sa teractions available at the time the Archive is have the proper permissions to perform these	nne course or a different course. Archive Cou created. Export Common Cartridge creates operations. <u>More Help</u>	rse creates a permanent record of a a package that can be shared across
Export Package	Archive Course			Export Common Cartridge Package
Refresh				
File Name			D	ate Created
ExportFile_MED_342_	_2015_Spring_2015023	23105129.zip	2	/23/15 10:51 AM
			Displaying 1 to 1	of 1 items Show All Edit Paging

there will be a link to the zip file. Click on this link to download the file. You can upload the file to Skills Commons now, following the process outlined in the Single Submission User Guide located in the SkillsCommons Support Services Center.

Following the Export Common Cartridge Package path, there is an option to select which version of Common Cartridge. Skills Commons recommends version 1.1, which is the most widely supported currently.



Export Course xport a package of Course content using the IMS Common Cartridge format . <u>More Help</u>
Cancel Submit
ELECT COPY OPTIONS
* Source Course ID MED_342_2015_Spring
ELECT COMMON CARTRIDGE VERSION
Select the Common Cartridge version compatible with the system importing the package. For more information on Common Cartridge versions, click More Help. Export as Common Cartridge 1.2 Export as Common Cartridge 1.1 Export as Common Cartridge 1.0
ELECT CONTENT AREA
Select the Content Area to export or the whole Course. If you export the whole Course, if there is more than one Content Area, each Content Area is going to be exported as a Folder. This is only choosing the department element of the Cartridge, all course files, discussions and assessment related resources are always exported.
All Content Areas (as Folders)
Click Submit to proceed. Click Cancel to go back.
Cancel Submit

Note that you can also select whether to export all areas or specific content folders. If all the course material logically belongs as a single unit, then select all content. On the other hand, if the contents might be useful in pieces, consider exporting more than one cartridge. Think ahead to how someone else might use the content in their own course to guide you. Skills Commons recommends the smallest set of content that make sense pedagogically as a way to maximize reuse across the community.

SELECT CONTENT AREA
Select the Content Area to export or the whole Course. If you export the whole Course, if there is more than one Content Area, each Content Area is going to be exported as a
Folder. This is only choosing the department element of the Cartridge, all course files, discussions and assessment related resources are always exported.
✓ All Content Areas (as Folders)
Information
Content Area as the Cartridge name (otherwise the Course name will be used)
Introduction to Health Careers
WebLinks

The export is queued for processing:





there will be a link to the imscc file. Click on this link to download the file. You can upload the file to Skills Commons now, following the process outlined in the Single Submission User Guide located in the SkillsCommons Support Services Center.



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