

Import/ Export/ Copy Tool Guide

WHAT IS THE IMPORT/ EXPORT/ COPY TOOL?

The Import/Export/Copy tool allows you to:

- Import components created outside of the Learning Environment
- Copy components between course offerings/ parent templates
- Export components to be used outside of the Learning Environment

WHY USE IMPORT/ EXPORT/ COPY COMPONENTS?

Use this tool to:



- Reduce the time needed to recreate course content or reoffer a course
- Migrate content and learning activities within the Learning Environment as well as between learning management systems
- Export and import course content


USER STORY

Alyssa Gandhi teaches Biology 101 for her university, and often works with her colleague John Swanson, who teaches Biology 102. She wants to share content items and quiz questions with John so that he can use them to build his own course. Alyssa exports the specific components from her Biology 101 course into a compliant zip file and shares the file with John. John then imports the course content components into his Biology 102 course, using the Import/ Export/ Copy tool. In no time, John has content and quiz items that were tried and tested by Alyssa!

COPY

The copy components utility lets you copy quizzes, content, grade items, discussion forums, dropbox folders, and nearly every other type of component from another course offering or a course offering's parent template. To copy components between course offerings, you must be enrolled in both offerings.

1. Go to the Import/Export/Copy Components tool for the course offering you want to copy components into, by doing one of the following:
 - Click  **Edit Course** on your course navbar, then click  **Import/Export/Copy Components**.

You can also access **Import/Export/Copy Component** in the Admin Tools widget or from the  Admin Tools menu on the minibar.

2. Do one of the following:
 - Select **Copy Components from Another Org Unit**, and then click **Search for offering** to find a course to copy.
 - Select **Parent Template of Current Offering** to copy components from the course template the current course offering belongs to.
3. Do one of the following:
 - Click **Copy All Components** to copy all course components or **Select Components**

IMPORT/ EXPORT

When importing and exporting components, consider:

- If you want to import files into a sub-directory under your course offering's root directory, enter the sub-directory path in the Import file to field. If you leave this field blank, imported files are saved in the root directory.

- Specify what should happen if a file in the import package has the same name as a file that already exists in the destination directory (overwrite or not).
- To import metadata, select the **Import Metadata** check box. Metadata is information someone has entered about the components in the file. Selecting this option does not necessarily mean that metadata is imported—the import package might not contain any metadata.
- If you choose to **Select individual items to import/ export** the **Select Items** page will then appear.
- When exporting, if you do not download the zipped file from the **Export Summary** page, it will be lost.

Import/Export/Copy Components

What would you like to do?

Copy Components from another Org Unit
What is an Org Unit?

Course to Copy:

 Include protected resources

Copy Components from Parent Template
What is a Parent Template?

Include protected resources

Export Components
Should I include course files?


Include course files in the export package

Import Components
Select a component source:

SCORM

If you use SCORM for your course, you must import an existing package as a zip file to Learning Environment. The SCORM package includes all the Sharable Content Objects (SCOs) and associated Sharable Content Assets (SCAs). Sequencing and navigation are also part of the package.

NOTE: If your package is SCORM-2004 compliant you must select the **Select all Components** check box on the Select Course Material page for the sequencing and navigation to function properly.

As of Learning Environment 10.1, the Content tool no longer indicates SCORM objects with a  SCORM icon, but you can view a list of SCORM objects from the SCORM Reports page.

COURSE IMPORT COMPATIBILITY

Component	IMSCP version	QTI version
Blackboard 6.0	1.1.2	1.2.1
Blackboard 6.1.5/6.2/6.3	1.1.3	1.2.1
Blackboard 7	1.1.3	1.2.1
Blackboard 8	1.1.2	1.2.1
Blackboard 9	1.1.2	1.2.1
Common Cartridge 1.0	1.1.3	1.2.1
Desire2Learn 8.x	1.1.3	1.2.1
Respondus 2.0	N/A	1.2.1
Respondus 3.x	N/A	1.2.1
SCORM 1.2	1.1.2	N/A
SCORM 1.3 (2004)	1.1.3	N/A
WebCT CMU 1.x	1.1.2	1.2.1
WebCT CMU 2.0	1.1.3	1.2.1

WANT MORE INFORMATION?

Visit the Brightspace Community (<https://community.brightspace.com>) or D2L Resource Centre (<https://documentation.desire2learn.com>) for videos, documents and other resources.

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