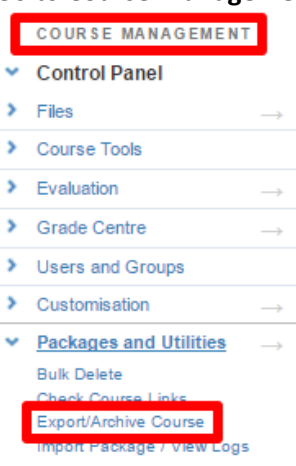# Export Common Cartridge

Use this option if you want to keep a record of your entire course, including files, items, assignments, discussion forums, web links and quizzes. This option produces a package that can be imported into another LMS that supports Common Cartridge. Certain components of the course may be excluded. For more information see below.

We recommend that you do not delete/change content in your Blackboard course while retrieving material, so that the final archive contains all course content.

Be aware that the package is intended to copy as much content as possible, but when imported into another LMS (eg. MyUni Canvas) will not produce an identical version of the Blackboard course.
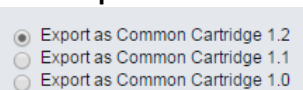
1. Log in to Blackboard at https://myuni-blackboard.adelaide.edu.au/ and navigate to your course
2. Go to **Course Management > Packages and Utilities** and click **Export/Archive Course**

3. In the **Export/Archive Course** window, click on **Export Common Cartridge Package**.

4. In the **Export Course** window under option 2, select **Common Cartridge 1.2**. Click **Submit**.

5. You will receive a message at the top of your screen advising you that the export process has begun. This process usually takes less than a minute. Note: An email will be sent once export has completed.


6. Click the **Refresh** button (under the **Export Package** button) to check if your export is complete. It will appear once it is available with the file naming format **CommonCartridge_your course name_date-time.imscc**

CommonCartridge_3510_ARTS_1007_20170605125047.imscc   05/06/17 12:51

7. Click on the arrow next to the file > click **Open**.

8. This will download the file to your Downloads folder on your computer. Copy the zip folder to a location where you can find it for future use. Working documents may be held in a shared network folder. All final versions of course accreditation material should be stored in HPE Content Manager.
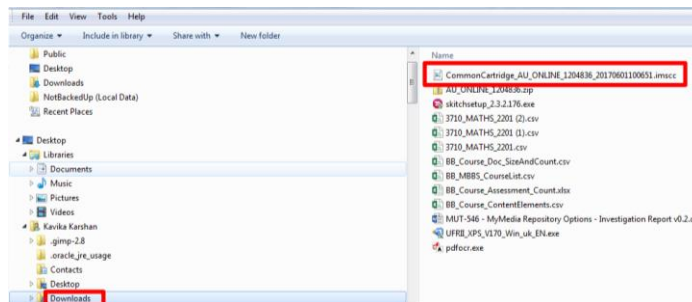
Importing into MyUni Canvas

1. Open the course you wish to copy content into.
2. Select "settings" from the course menu.

3. Select "Import content into this course" from the course details menu.

4. Set content type to "Common Cartridge 1.x Package"

5. Browse to locate the file (saved in step 8 above)
6. Select All content

7. Click **Import**

8. Confirm import job status. Status is green if job has completed with no issues.

9. Status is amber if issues are reported. Make note of the issues (if any) to address in your Canvas course. Clicking on the highlighted issues will take you to that page in your Canvas course for you to edit.

10. View the imported content via the course navigation and edit where appropriate.

What is included in a Common Cartridge Package?

The following content types are supported in accordance with Common Cartridge standards. For more information please refer to the Blackboard Help documentation on Common Cartridge.

Content Type	Included in Common Cartridge
Course Files	✔
Discussion Board	✔ As single package. Topics included but grading is not.
Discussion board threads	✘
Surveys	✘
Pools	✔ As a single question bank
Tests	✔ Will not include incompatible questions
Content Areas	✔ With sub folders for each Content Area and a WebLinks sub folder
Basic LTI Links	✔ The LTI link needs to be configured
Assignments	✔ Limited format
Alignments	✔ Restored on import if the standards exist. Only external standards are exported. Custom standards are ignored.

If you want to save additional course material, eg. all files, Grade Centre as an Excel file, student assignment submissions and student test results, then please refer to the MyUni Learning Centre.