

Key Concepts:

Downloading your Blackboard Archive

Importing your Blackboard Site into TRACS

Instructors can download archived files of their Blackboard Course Sites and save to their computer. Once the Blackboard Course Archive is downloaded, it can then be imported into an existing TRACS site using the “Import from file” tool in your Site Info tool.

YOU MUST ALREADY HAVE A SITE CREATED IN TRACS BEFORE YOU BEGIN IMPORTATION!

Downloading your Blackboard Archive:

- Step 1:** Navigate to the TRACS Login Page at <http://tracs.txstate.edu/portal/login>.
- Step 2:** Click the link in the navigation tool titled [Blackboard Archives].
- Step 3:** Log into the system using your Texas State NetID and password.
- Step 4:** Click on the class you want to download and save it to your computer.

NOTE: Do not open or extract the downloaded file.

- Step 5:** Close the Blackboard Archive Browser window.

Importing your Blackboard Site into TRACS:

TRACS allows users to import classes they have created in Blackboard format.

- Step 1:** Log into TRACS.
- Step 2:** Locate the course you wish to import the materials into.
- Step 3:** Click on [Site Info] in the menu bar.
- Step 4:** Click on [Import from file].
- Step 5:** Click the [Browse] button and navigate to the file you wish to import. Click [Open] to load the file or [Cancel] to exit.

NOTE: The file you wish to import must be in Blackboard format and zipped. You will only be able to import Blackboard course archives using this tool.

- Step 6:** Click [Import] to continue or [Cancel] to exit.
- Step 7:** Select the areas you wish to import into TRACS by selecting them in the “copy these existing materials” box and

Import Course in TRACS

clicking the **[Move]** button so they move into the "...into my current site" box.

Step 8: Click **[Copy materials]** to finish the process or **[Cancel]** to go to the previous screen. Please be patient as this process can take a few minutes depending on how large the originating site was.

You can also combine multiple Blackboard archives into one TRACS site. Simply follow all the above steps for each archive.

For questions, contact ETC Support at 245.5566. You can also email us at tracs@txstate.edu

For the TRACS website home page, go to: <http://tracs.txstate.edu/portal/login>

If your login fails and you need help with your Net ID or password, contact ITAC at 245.4822.