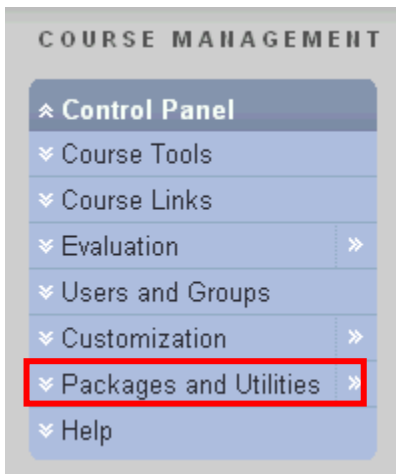


How to Export a Course

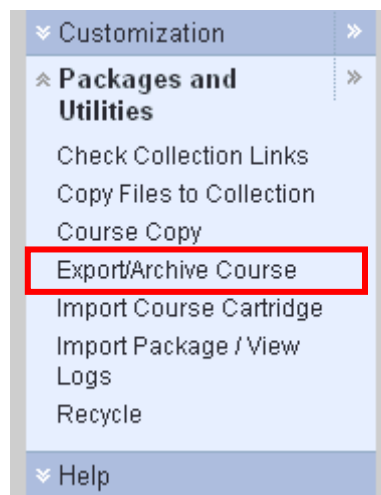
Instructors can use the Export Course feature to create a compressed package of course materials that can be imported into another Blackboard course, using the Import Package feature.

Exporting a Course

1. Select **Packages and Utilities** in your course's Control Panel through the Course Management sidebar.



2. Select the **Export/Archive Course** link in the Packages and Utilities section.



=

3. Select the **Export**.



Export/Archive Course

Export Course creates a package of course content that can later the content and user interactions available at the time the Archive

Export

Archive

4. Select if you wish copies of Content Collection Items to be included in the Export Package.



Export Course

Export Course creates a package of Course content that can later be imported into the same Course or into an different Course. Unlike Archive Course, Export Course does not include any user interactions. It only includes Content, Settings, and Tools. You must have Manage Permissions on these files in order to make copies of them or to re-link them when copied. [More Help](#)

[Cancel](#) [Submit](#)

1. Select Copy Options

★ Source Course ID Bb_Test_Course

2. Course Files

Choose between copying only the links to files in Course files or the links and new copies of every file in Course Files. Click **Calculate Size** to make sure that the package size does not exceed the limit.

Course Files



Copy links to Course Files

Copy links and copies of the content (Include all Course Files)

Package Size

[Calculate Size](#)[Manage Package Contents](#)

5. Select which course materials you would like to include in the Export Package and click **Submit**.

3. 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.

- ☒ Content Areas
 - ☒ Begin Here
 - ☒ Course Information
 - ☒ Technology
 - ☒ Information
 - ☒ Assignments
 - ☒ Syllabus
 - ☒ Content
 - ☒ Unit 1
 - ☒ Unit 2
 - ☒ Unit 3
 - ☒ Unit 4
 - ☒ Webliography
- ☐ Adaptive Release Rules for Content
- ☒ Announcements
- ☒ Blogs
- ☐ Calendar
- ☐ Collaboration Sessions
- ☒ Discussion Board
- ☐ Early Warning System Rules
- ☐ Glossary
- ☐ Grade Center Columns and Settings
- ☒ Group Settings
- ☒ Journals
- ☐ Settings
- ☐ Contacts
- ☐ Tasks
- ☒ Tests, Surveys, and Pools

4. Submit[Cancel](#)[Submit](#)

After the Export Course page is submitted the system creates the course package. When the package is complete, the Instructor who initiated the operation receives an email. After the email is received, the Instructors may open the Export/Archive Manager page within Blackboard and download the course package to the local computer.

Success: This action has been queued. An email will be sent when the process is complete.



Export/Archive Course

[Export](#)[Archive](#)

No packages exist for this course.

- Click the drop down arrow next to the file name and select open. A dialogue box to save the zipped course will appear. Select **OK**.



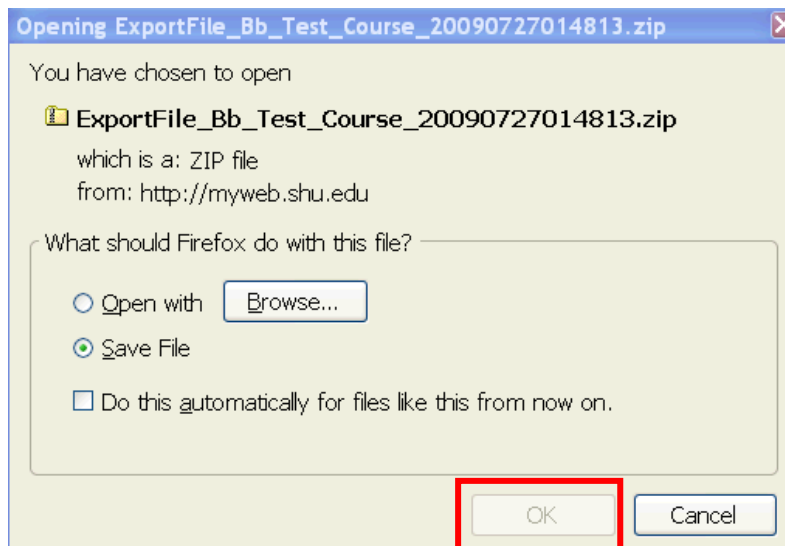
Export/Archive Course

[Export](#)[Archive](#)

File Name	Date Created
ArchiveFile_Bb_Test_Course_20090727013305.zip ▾	7/27/09 1:33 AM
ExportFile_Bb_Test_Course_20090727014813.zip ▾	7/27/09 1:48 AM

to 2 of 2 items [Show All](#) [Edit Paging...](#)

- > Open
- > View Basic Log
- > View Detailed Log
- > Delete



Note: Discussion Board postings and attachments, Assignments, group files that students have uploaded, and students' test, grades, and survey data are not included in the Export process. Use Archive Course to create a compressed archive file of course materials, uploaded files, grades, and other student data. Refer to "How to Archive a Course" for further information.