



## Export a Course

The Export Package feature creates a .ZIP package of the course content that can later be imported back into Blackboard and used to teach another course with that same content. Unlike the Archive Course feature, the Export Package feature does not include any student records from the course -- **it only includes the course contents.**

**Go to course Control Panel > Packages and Utilities > Export/Archive Course**

1. On the Export/Archive Course page, select **Export Package**.
2. On the Export Course page, **select, “include the links and copies of the course files content”**.
  - Select Calculate Size to be sure that the package size doesn't exceed 1GB.
  - If needed, to remove files and folders from the package, select Manage Package Contents.

**Export Course**

**SELECT COPY OPTIONS**

✱ Source Course ID ocean\_101

**FILE ATTACHMENTS**

Course Files Default Directory  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 Default Directory  Copy only links to files stored outside of the course default directory  
 Copy links and include copies of the files outside of the course default directory

Package Size

**SELECT COURSE MATERIALS**

Content Areas

- Home Page
- Getting Started
- Week 1: People
- Week 2: History

Adaptive Release Rules for Content

Announcements

Blogs

3. In the Select Course Materials section, **select the check boxes for each course area and tool to export**.
  - If you select Discussion Board, decide whether to include started posts for each thread in each forum (anonymously) or include only forums with no starter posts.

## 4. Select Submit.

You will receive an email at your faculty/staff email account once the zip file is created. From there, **you can download (double click on file link) to download it to your computer.**

Export packages are downloaded as compressed ZIP files and are imported in the same format. Don't unzip an export package or delete files from the package, as then the contents won't import correctly.

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## Next, Download the course package

### Control Panel > Packages and Utilities > Export/Archive Course

1. On the Export/Archive Course page, select (double-click on) the link for the zip file to download to your computer.
2. Next, save the file to the appropriate location (your cloud storage, USB drive)

The Export/Archive Course page organizes all export and archive packages that you create from a course. **When you export or archive a course, a link to the package appears on this page.** The zip file takes a few minutes to appear and you may need to refresh your page to see it.

Export/Archive Course		
Export Package	Archive Course	Export Common Cartridge Package
File Name	Date Created	
<a href="#">ExportFile_astronomy_sec1_20120913123433.zip</a>	9/13/12 12:34 PM	
Displaying 1 to 1 of 1 items   <a href="#">Show All</a> <a href="#">Edit Paging...</a>		

Once you have downloaded the zip file and saved it, delete the zip file from this page by selecting the drop-down arrow next to the link. **Each zip file counts against your course quota. Delete it after exporting and saving your zip file.**