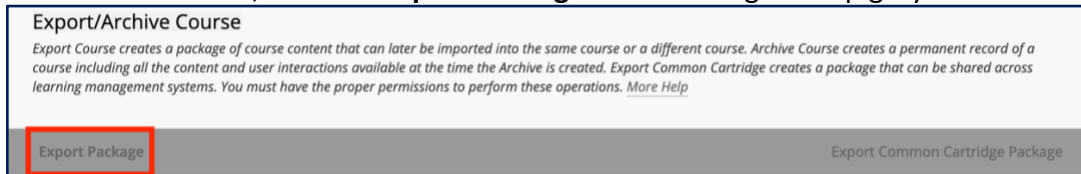
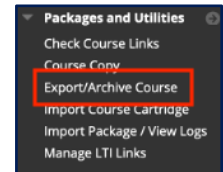


Export a Course

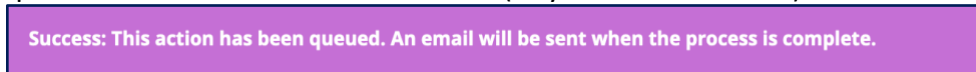
It's always a good idea to export your course, saving a copy for recordkeeping purposes. Additionally, because courses only remain in Blackboard for 3 semesters after they end, you may want a backup to import later if it's been more than 3 semesters since you taught it.

Follow the steps below to export your course.

1. From within the course that you want to export, click on **Packages and Utilities** in the Course Management menu.
2. Choose **Export/Archive Course**.
3. On the next screen, click the **Export Package** button along the top gray bar.



- A. On the next screen, change nothing under File Attachments.
 - B. Scroll to the Select Course Materials section and click the **Select All** button. *Note: If there are discussion forums in the course, switch the radio button to "Include only the forums, with no starter posts" (just like a course copy).*
 - C. Click **Submit**, which will take you back to the Export/Archive screen.
4. A purple Success banner will appear across the top, indicating the action has been queued and that an email will be sent (to your DMACC email) when it is complete.



5. Keep open the Export/Archive screen or return to it once you receive the email (generally within minutes), and then click on the **Refresh** button.
6. A .zip file will appear below—right-click the file name and choose "Save Link As..." ("Download Linked File As..." in Safari) to download and choose where to save the file. Recommended: your local computer or P drive.



- A. Do NOT attempt to open or unzip it; only Blackboard can read this file.
7. You have now exported and saved a copy of your course.

Need Help?

If you need help with this process or with importing an exported course, please contact one of our [instructional designers](#).