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.

Export/Archive	2 Course
Export Course creates course including all th learning management	a package of course content that can later be imported into the same course or a different course. Archive Course creates a permanent record of a e content and user interactions available at the time the Archive is created. Export Common Cartridge creates a package that can be shared across systems. You must have the proper permissions to perform these operations. <u>More Help</u>
Export Package	Export Common Cartridge Package

- 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.

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

Refresh	
FILE NAME	DATE CREATED
ExportFile_202101_D_SDV108_11955_20201220090404.zip 2	12/20/20 9:04 AM
	Displaying 1 to 1 of 1 items Show All Edit Paging

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 <u>instructional designers</u>.



Check Course Links

Export/Archive Course Import Course Cartridg

Import Package / View Log Manage LTI Links