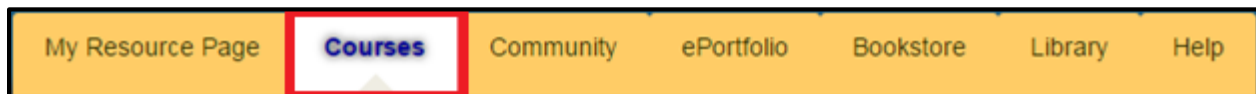


## TUTORIAL

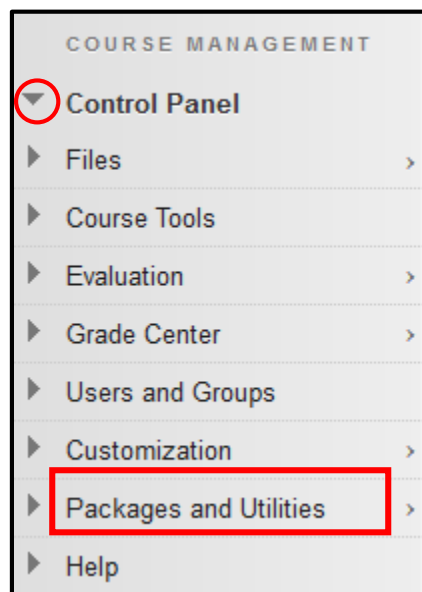
# ARCHIVING / EXPORTING A COURSE

This tutorial guides you to download a Blackboard course export/archive. An export includes course content.

1. Log in to **Blackboard**.
2. Click on the **Courses** or **My Resource Page** tab in the yellow navigation bar and select the course you would like to export/archive.

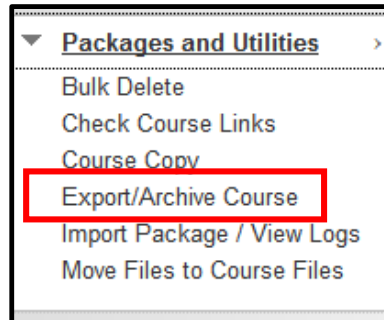


3. In the **COURSE MANAGEMENT** panel on the left side, expand the **Control Panel** and click on **Packages and Utilities**.

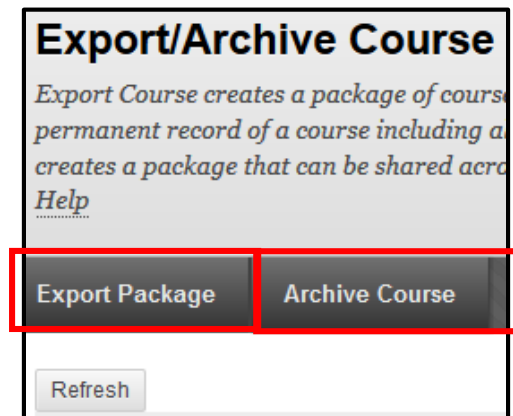


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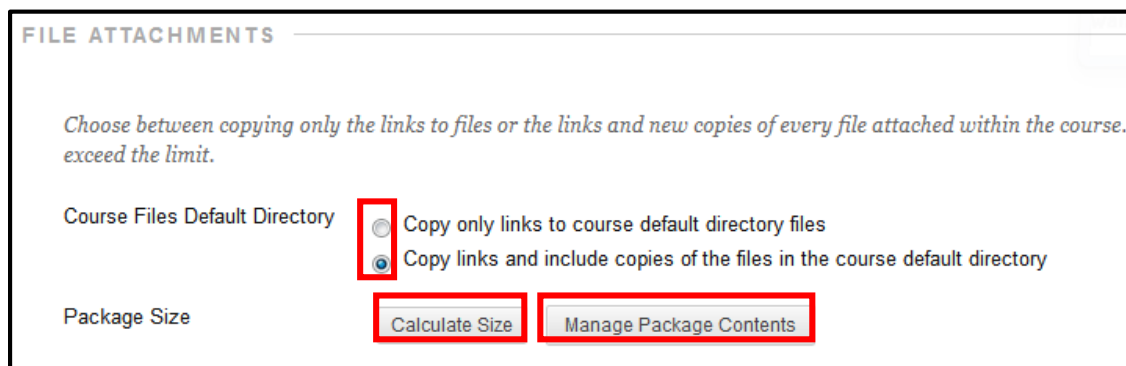
4. Within **Packages and Utilities**, select **Export/Archive Course**.



5. Click either **Export Package** or **Archive Course**. An export includes course content. An archive includes course content and student information.



6. Select the radio button that corresponds with your choice related to copying links and files. Click **Calculate Size** if desired, and click **Manage Package Contents** to see the files to be copied.

A screenshot of a web form section titled "FILE ATTACHMENTS". It contains a paragraph of text: "Choose between copying only the links to files or the links and new copies of every file attached within the course. exceed the limit." Below this text are two radio buttons. The first radio button is labeled "Copy only links to course default directory files" and the second is labeled "Copy links and include copies of the files in the course default directory". The second radio button is selected. Below the radio buttons are two buttons: "Calculate Size" and "Manage Package Contents". Both buttons are highlighted with red rectangular boxes.

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7. If you choose **Export Package**, check the appropriate checkboxes for the desired content and hit **Submit**. Again, if you wish to save user records, use the **Archive** option instead of **Export**.

**SELECT COURSE MATERIALS**

*Select materials to include in the export package.*

Content Areas

- Home Page
- Syllabus
- Course Schedule
- Course Work
- External Links
- Course Documents

8. If you choose **Archive Course**, check the **Include Grade Center History** checkbox if desired.

**SELECT COPY OPTIONS**

\* Source Course ID      JBlackwellTest

Include Grade Center History (increases file size and processing time)

9. After clicking Submit, a message will display that the action has been queued.

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

## Export/Archive Course

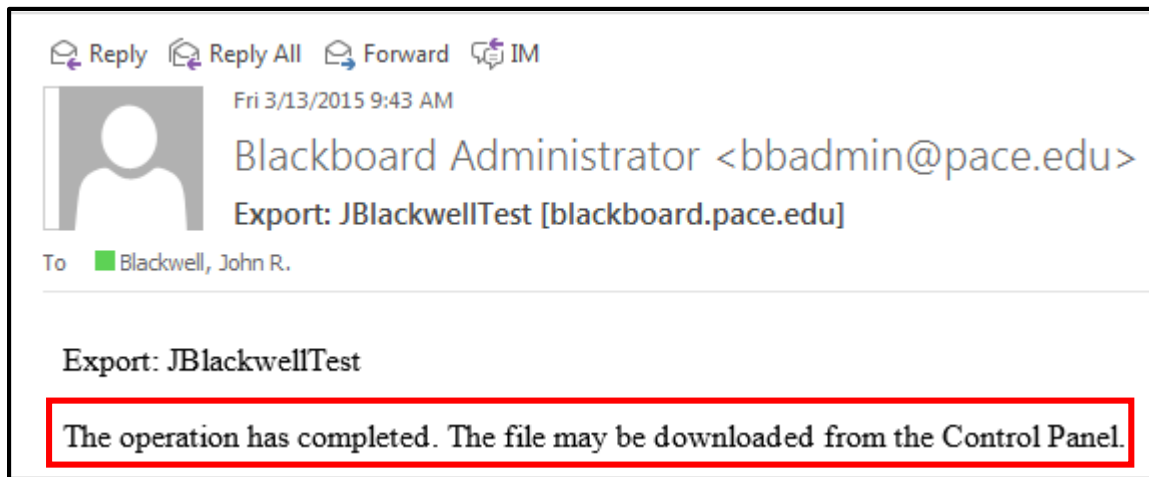
*Export Course creates a package of course content that can later be imported into the same course or course management systems. You must have the proper permissions to perform these operations. [More Help](#)*

## TUTORIAL

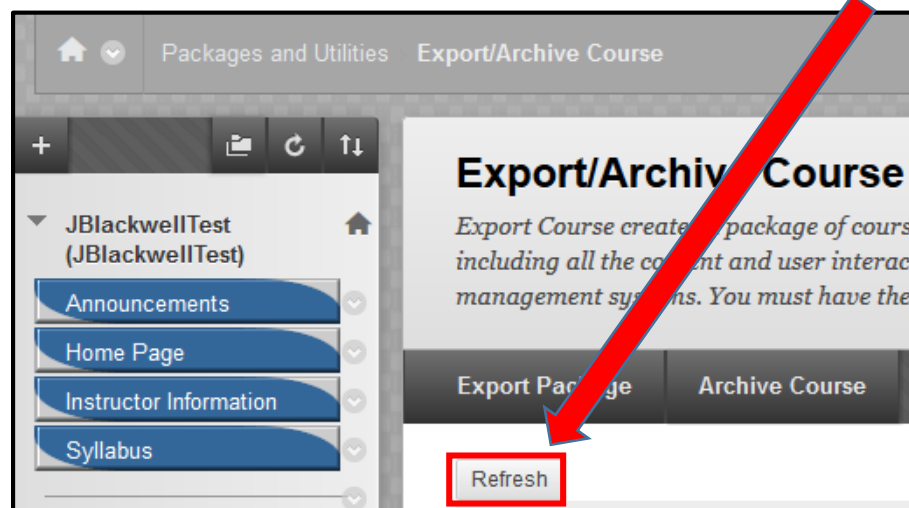
- An email will be sent to you indicating the job has completed.

NOTE: The processing time is dependent on the size of the job and the other jobs in the queue.

**Please wait until the email has been received prior to proceeding to the next step.**

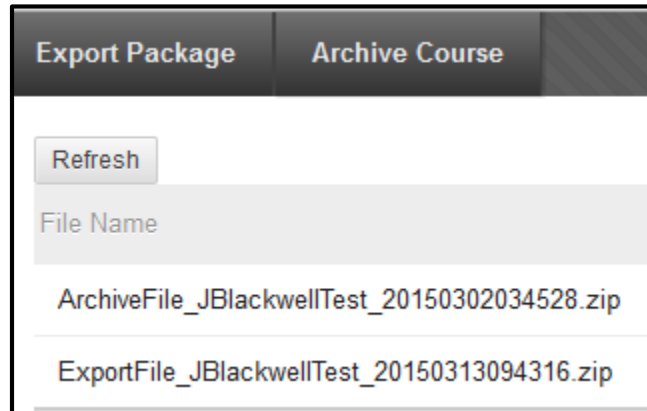


- Go back to the **Export/Archive Course** page in Blackboard and hit the **Refresh** button.



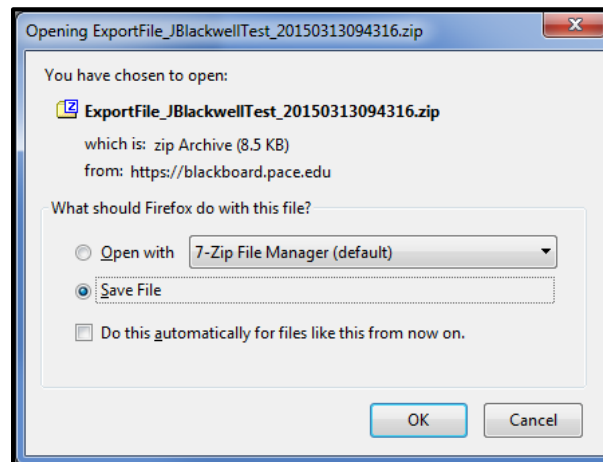
## TUTORIAL

12. The Export or Archive zip file is now displayed. The example below demonstrates that both an Export zip file and an Archive zip file have been created (in separate steps).



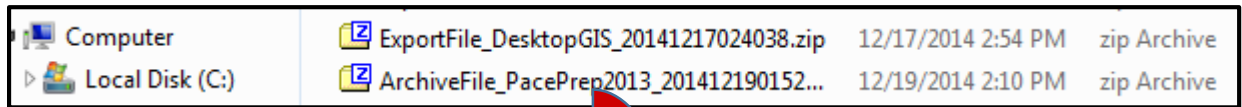
13. Click the Export or Archive zip file. You will be prompted to save the file.

**NOTE: DO NOT OPEN THE ZIP FILE. IT MAY BECOME CORRUPTED.**



**TUTORIAL**

14. The file will most likely be downloaded to your **Downloads** folder.



**Click and drag.**

15. It is suggested that you create a folder to hold all of your archives, then move (click and drag) the zip file into the new folder.

