

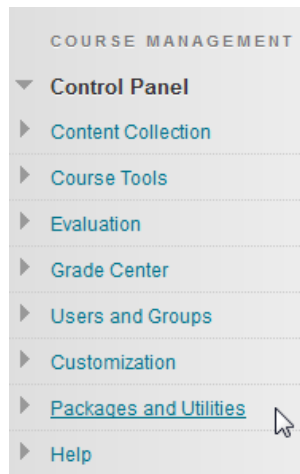
Exporting and Archiving a Course

From time to time you may wish to save a copy of your course to your computer. You may choose between an archive and an export.

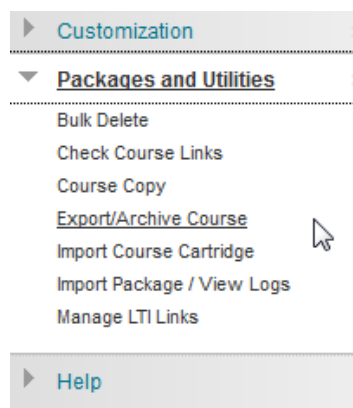
Archive: a complete replica of the course, including student work, content, assignments, activities, etc.

Export: a partial replica of the course that includes content, assignments, activities, etc. but no student work

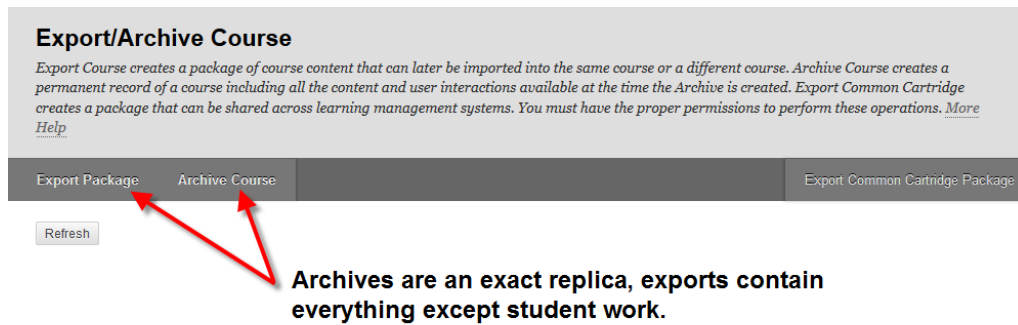
1. Log into Blackboard and navigate to the course you wish to export or archive.
2. Locate the Control Panel and press the button to expand the options for Packages & Utilities.



3. Select the option to Export/Archive Course.



4. On the next page, press the button to begin an Export or an Archive. *Please refer to the definitions above.*



Export/Archive Course

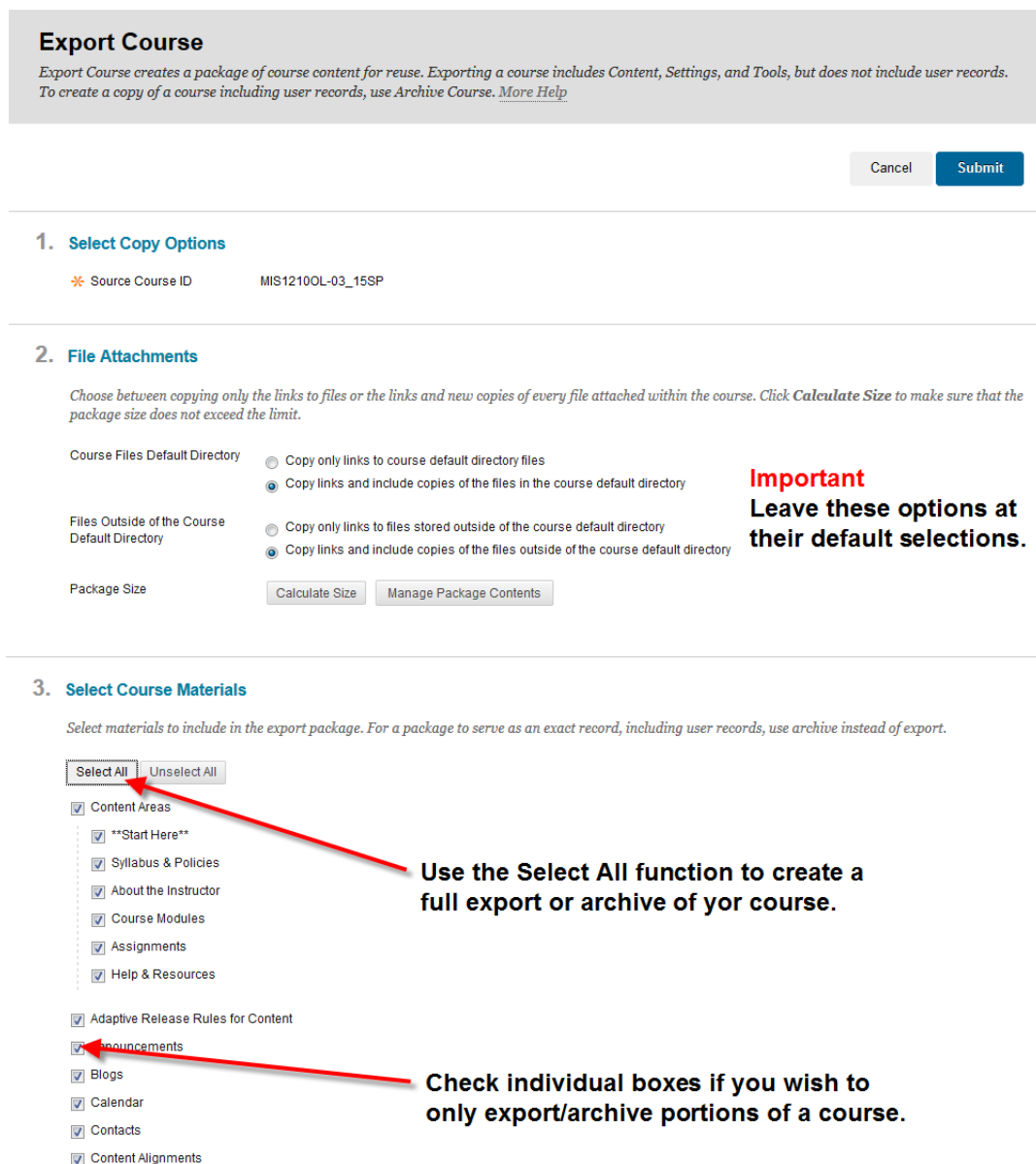
Export Course creates a package of course content that can later be imported into the same course or a different course. Archive Course creates a permanent record of a course including all the content and user interactions available at the time the Archive is created. Export Common Cartridge creates a package that can be shared across learning management systems. You must have the proper permissions to perform these operations. [More Help](#)

Export Package Archive Course Export Common Cartridge Package

Refresh

Archives are an exact replica, exports contain everything except student work.

5. Select the contents of your course that you wish to export or archive. To create the most complete record, press the **Select All** button. Press **Submit** when you are done making your selections.



Export Course

Export Course creates a package of course content for reuse. Exporting a course includes Content, Settings, and Tools, but does not include user records. To create a copy of a course including user records, use Archive Course. [More Help](#)

Cancel Submit

1. Select Copy Options

* Source Course ID MIS12100L-03_15SP

2. File Attachments

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

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 Calculate Size Manage Package Contents

Important
Leave these options at their default selections.

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.

Select All Unselect All

Content Areas

- **Start Here**
- Syllabus & Policies
- About the Instructor
- Course Modules
- Assignments
- Help & Resources

Adaptive Release Rules for Content

Announcements

Blogs

Calendar

Contacts

Content Alignments

Use the Select All function to create a full export or archive of your course.

Check individual boxes if you wish to only export/archive portions of a course.

6. Blackboard will process your request to export or archive your course. An email will be sent to your AIC address when the process is complete.
7. Return to your course and press on the Packages & Utilities button in the Control Panel. Select the Export/Archive Course option.
8. You will now see a link to download a zipped folder that contains your export or archive. Press the link to begin your download.

Export/Archive Course

Export Course creates 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 course including all the content and user interactions available at the time the Archive is created. Export Common Cartridge creates a package that can be shared across learning management systems. You must have the proper permissions to perform these operations. [More Help](#)

Export Package Archive Course Export Common Cartridge Package

Refresh

File Name	Date Created
ExportFile_MIS12100L-03_15SP_20150512083829.zip	5/12/15 8:39 AM

Displaying 1 to 1 of 1 items | [Show All](#) [Edit Paging...](#)