

Exporting a Blackboard Course

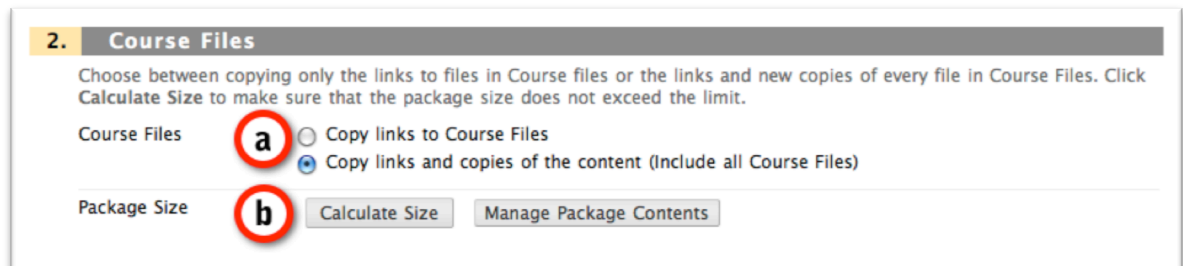
Blackboard offers two ways to download the contents of a course for future use elsewhere—the Archive Tool and the Export Tool.

Use the Export tool to create a package file containing all of the course content for the purpose reusing the course content at a later date or at another institution. In addition, during the following steps you can selectively choose what content is included in the exported package.

Use the Archive tool to create a package file containing ALL of the course content and all of the user interactions. An archive is a frozen snapshot or permanent record of the entire course, not only the instructor prepared materials.

To export a Blackboard course:

1. Click the **Edit Mode** switch to turn on editing.
2. Click on **Packages and Utilities** in the *Course Management* menu.
3. Click on **Export/Archive Course**
4. Click the **[Export]** button
5. In *Option 2 Course Files*:



- a. Select *Copy links and copies of the content (include all Course Files)*.

- Note:** Blackboard 9.1 allows you to reuse files from other courses without making a physical copy of the original, which helps reduce the amount of storage space needed within the Blackboard system. You can choose to *Copy links to Course Files* or *Copy links and copies of the content*. The former option will not duplicate the original, but will restore the links to the original files when you restore the files to Blackboard at a later date, assuming the originals have not been removed.
- b. **(Optional)** Click the **[Calculate Size]** button to show you how much material in in your course. If the package will be larger than you are expecting or if it is larger than the media that you will be using to move the package off of your computer, you can click the **[Manage Package Contents]** button to pare down the exported package.

6. In **Option 3 Select Course Materials:**

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.

- Content Areas
 - Syllabus
 - Information
 - Documents
 - Assignments
 - Content
- Adaptive Release Rules for Content
- Announcements
- Contacts
- Discussion Board
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Rubrics
- Settings
- Tests, Surveys, and Pools

From the list of checkboxes, select the materials you want to include in your export.

7. Click the **[Submit]** button. Assuming there are no initial problems, the "Success" banner should appear across the following page, indicating that the course export request is being processed. You will receive an email when the process is complete.
8. Accessing and downloading the archive package
 - a. After receiving the completion email, access your course and once again click on **Package and Utilities** → **Export/Archive Course**. You should now see the archive package file, with a rather long file name beginning with "ExportFile..."
 - b. **Right-click** (or **CTRL-Click**) on the filename and download the file to your computer. Depending on your Internet browser software, the command will read either **Download Linked File...** or **Save Link As...** or **Save Target As...**