

## Exporting a Course



This tutorial will explain how to export a course in Blackboard and the difference between exporting and archiving.

### Exporting vs. Archiving

The **Export/Archive** course page organizes all export and archive packages that you create from a course. When you export or archive a course, a link to the package appears on this page. You can download the package to your computer, and then use it in the future for import or restore operations. You export when you want to use the content in a different web site. For example, export the course from the **Development** site and then you will import it into the **Production** site. You **Archive** a course when you want a copy of the course that contains student data.

An **Export** provides content only. An **Archive** provides student information. When you export or archive a package, it does not appear on this page immediately. An email is sent to you as soon as the system has created the package. Then you will, open this page to find the package and download it.

Blackboard recommends that you delete packages from this page after you download them. Each package counts against the course quota. Keeping packages may result in limited space to add additional content to the course.

Export/Archive Course	
Export Package	Archive Course
	Export Common Cartridge Package
File Name	Date Created
<a href="#">ExportFile_astronomy_sec1_20120913123433.zip</a>	9/13/12 12:34 PM
Displaying 1 to 1 of 1 items   <a href="#">Show All</a> <a href="#">Edit Paging...</a>	

Your institution determines what options are available when linking to course files for exporting, archiving, and copying courses.

## How to Export a Course

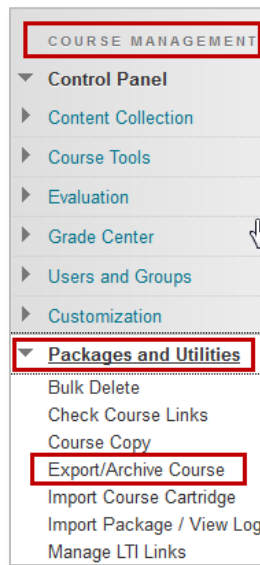
The **Export Course** feature creates a package of the course content that you can import and use to teach another course with the same content. Unlike the **Archive Course** feature, the export course feature does not include any user interactions with the course—it only includes the content and the tools.

**Please note:** Files within **Course Files** that are not used in the course or not linked in the course are not included when exporting.

Export packages are downloaded as compressed ZIP files and are imported in the same format. Do not unzip an export package or delete files from the package, otherwise the package will not be imported correctly.

To access the **Export/Archive Course** page:

1. On the **Control Panel**, expand the **Packages and Utilities** section and click **Export/Archive Course**.



2. On the **Export/Archive Course** page, click **Export Package** on the action bar.



3. Under **File Attachments** click on the radio buttons as selected below:

**SELECT COPY OPTIONS**

\* Source Course ID      OIT101.022016

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**FILE ATTACHMENTS**

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

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**SELECT COURSE MATERIALS**

Select All      Unselect All

Content Areas

- Academy Overview
- Getting Started Module
- Module 1 1/15 - 2/4
- Module 2 2/5 - 2/18

**Options:**

1. Click on Select All to check all of the content areas listed.
2. Click individual boxes to select individual content as listed.

4. Select the course materials according to your needs. Click on **Select All** for everything, or on the individual boxes to select individual content as listed.
5. Click **Submit**.
6. After clicking on **Submit**, you will return to the Export/Archive course page. You'll see a note at the top of the page that says you will receive an email once the export has been completed. You are free to leave this page and return to it once you get the email. Alternatively, you can stay on this page and wait for the exported zip file to appear. It could take a couple of minutes depending upon how large your course is.

You might need to refresh the page by clicking on the **Refresh** (1) button in order for the file to appear.

**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

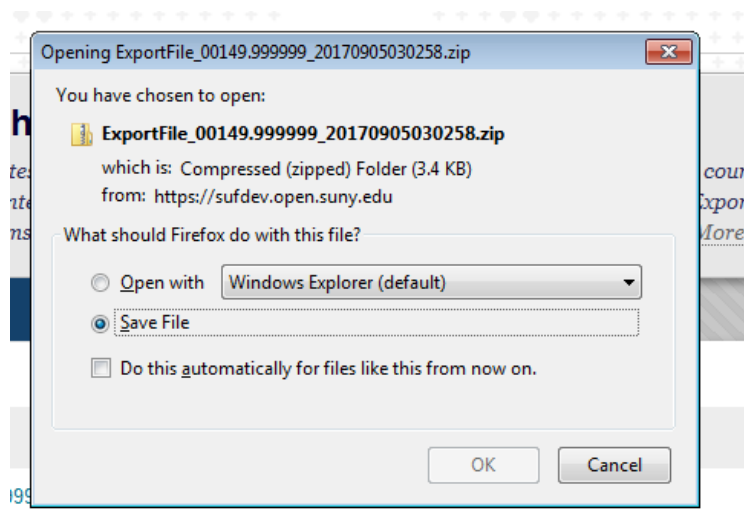
Refresh 1

File Name	Date Created
ExportFile_00149.999999_20170905030258.zip 2	9/5/17 3:03 PM

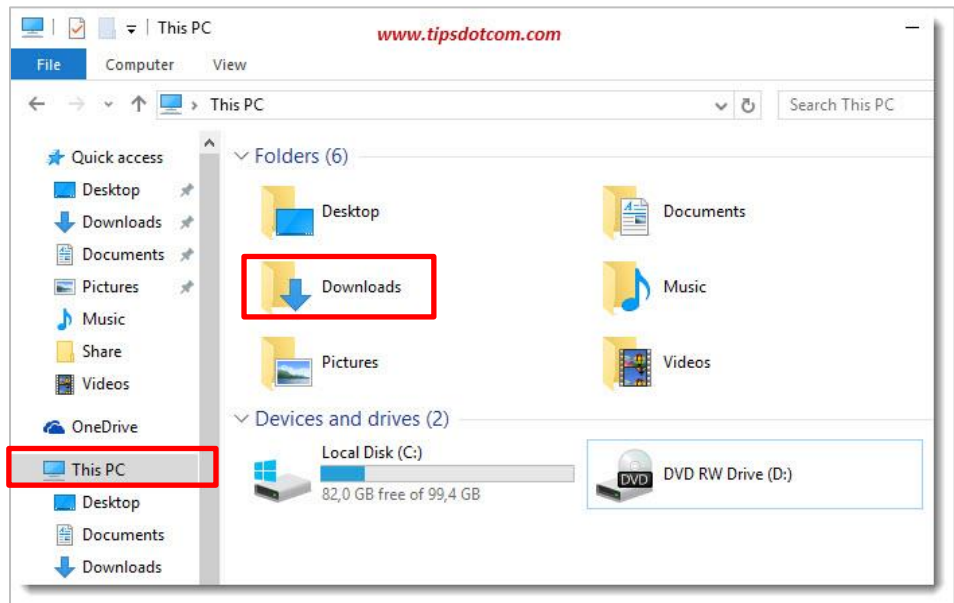
Displaying 1 to 1 of 1 items    Show All    Edit Paging...

Once the file is ready, it will appear in the space as noted in the screenshot above (2).

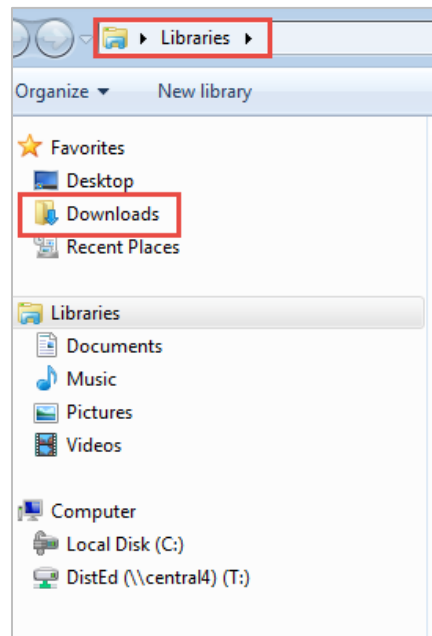
7. The next step is to download and save the file. Do this by clicking on the file name. the **File Save/Open** dialog box will appear. Choose **Save File** and click on **Ok**.



8. The file will now be automatically saved to your **Downloads** folder. Depending on the version of Windows on your computer, accessing the Downloads folder might be different. In Windows 10 you should find it under **This PC**.



In Windows 7, you should find it in **Libraries**.



9. You have now successfully exported a zip file of your course. The next step is to import this file into your new course.