

How to Export / Archive a Course

Exporting a Course from a Previous Semester

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.

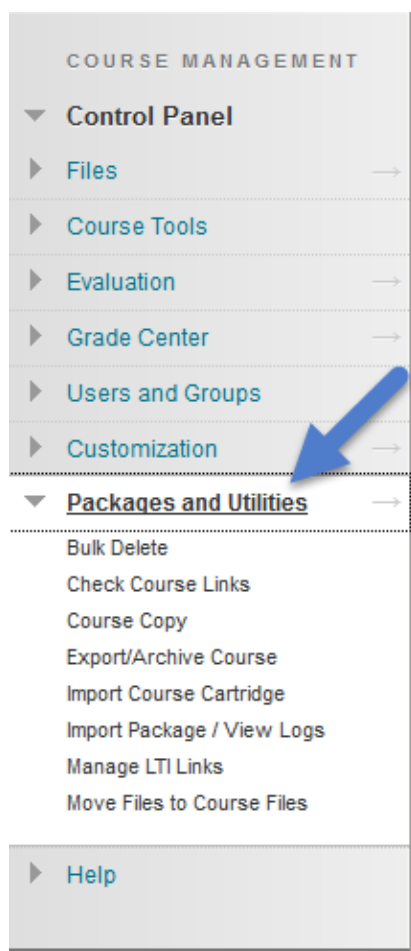
Note

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:

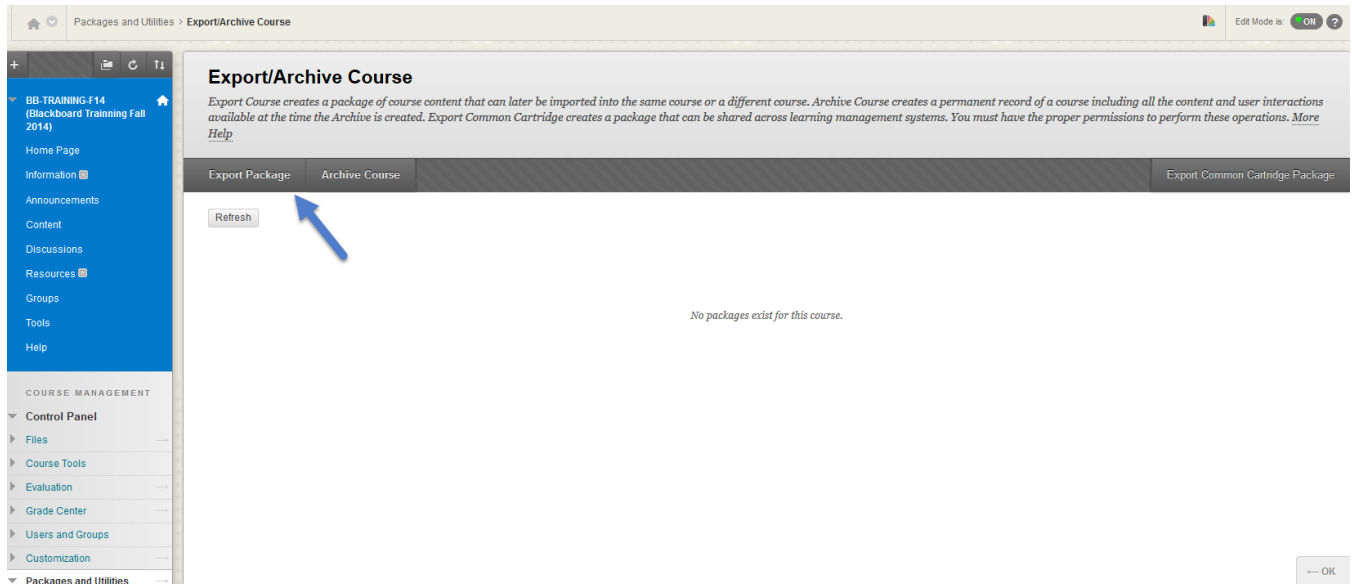
1. On the Control Panel, expand the **Packages and Utilities** section and click **Export/Archive Course**.





HOW TO EXPORT A COURSE

2. On the **Export/Archive Course** page, click **Export Package** on the Action Bar.



3. On the **Export Course** page, select whether to include only the links to course files or to include the links and copies of the course files content.
 - If you select **Copy links and include copies of the content**, click **Calculate Size** to ensure that the package size does not exceed the displayed **Allowed package size**. To remove files and folders from the package, click **Manage Package Contents**.
4. In the **Select Course Materials section**, select the check boxes for each course area and tool to export.



HOW TO EXPORT A COURSE

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

SELECT COPY OPTIONS

✦ Source Course ID BB-TRAINING-F14

FILE ATTACHMENTS

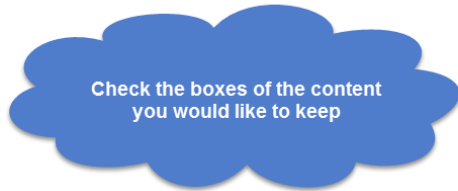
Click **Calculate Size** to make sure that the package size does not exceed the limit.

Package Size

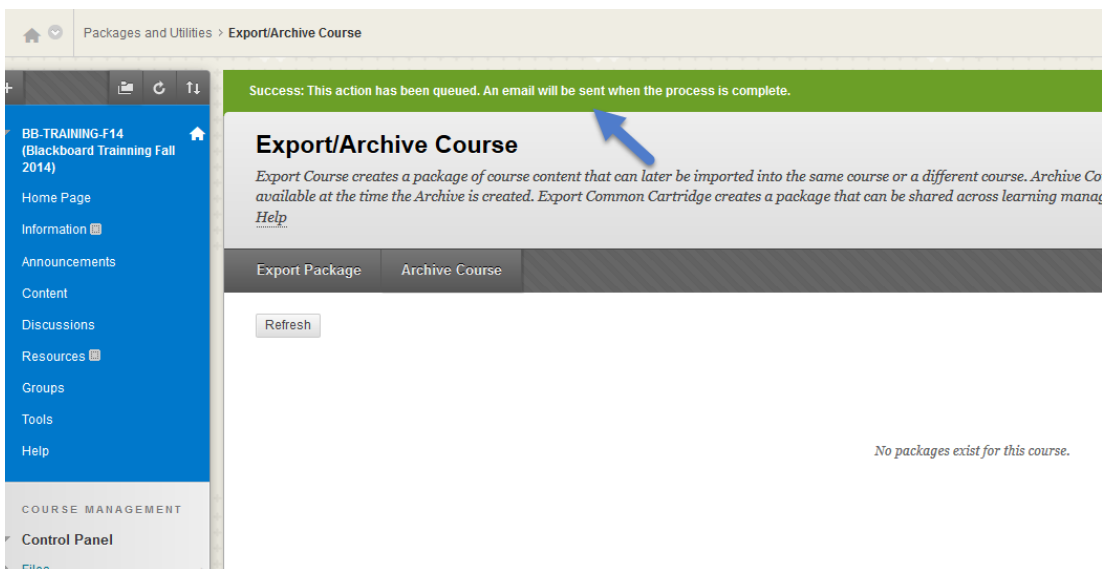
SELECT COURSE MATERIALS

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
 - Home Page
 - Information
 - Announcements
 - Content
 - Resources
- Adaptive Release Rules for Content



5. Click **Submit**.
6. You will receive an email with the process is complete.
7. Click **Refresh** when you received the email confirmation





HOW TO EXPORT A COURSE

- Click on the **link** to download the Blackboard Course File and **Save** it to a file location of your choosing.

Packages and Utilities > Export/Archive Course

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 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 ; [Help](#)

Export Package Archive Course

Refresh

File Name

ExportFile_BB-TRAINING-F14_20141014050356.zip

- Finished