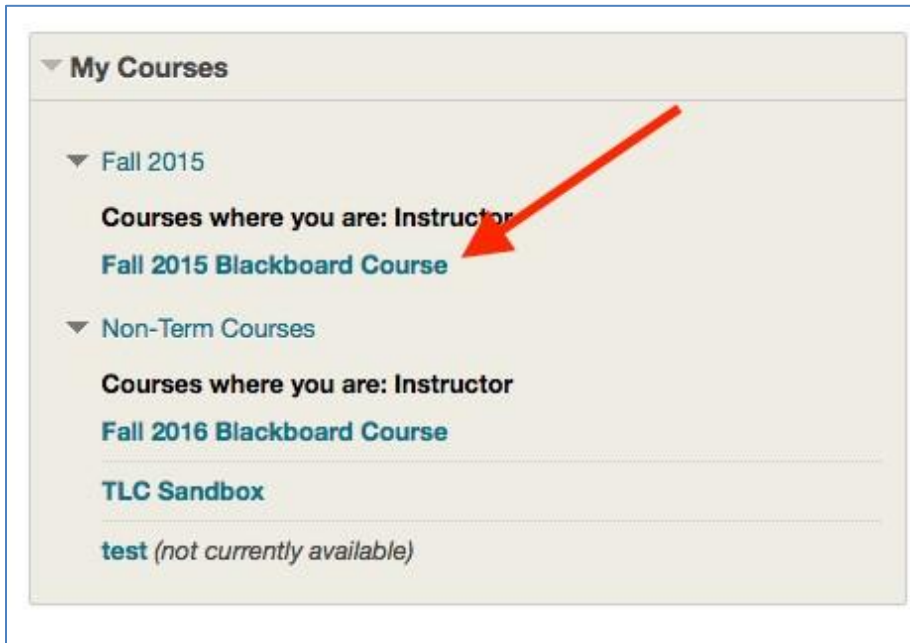


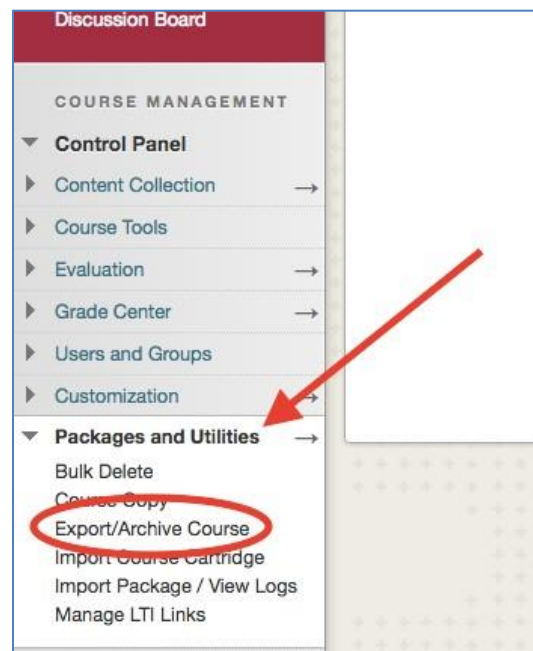
How to Export Your Blackboard Course

Blackboard allows users to import, export, and archive their course content through downloadable zip files. To export your Blackboard course and save to your computer, please follow these steps:

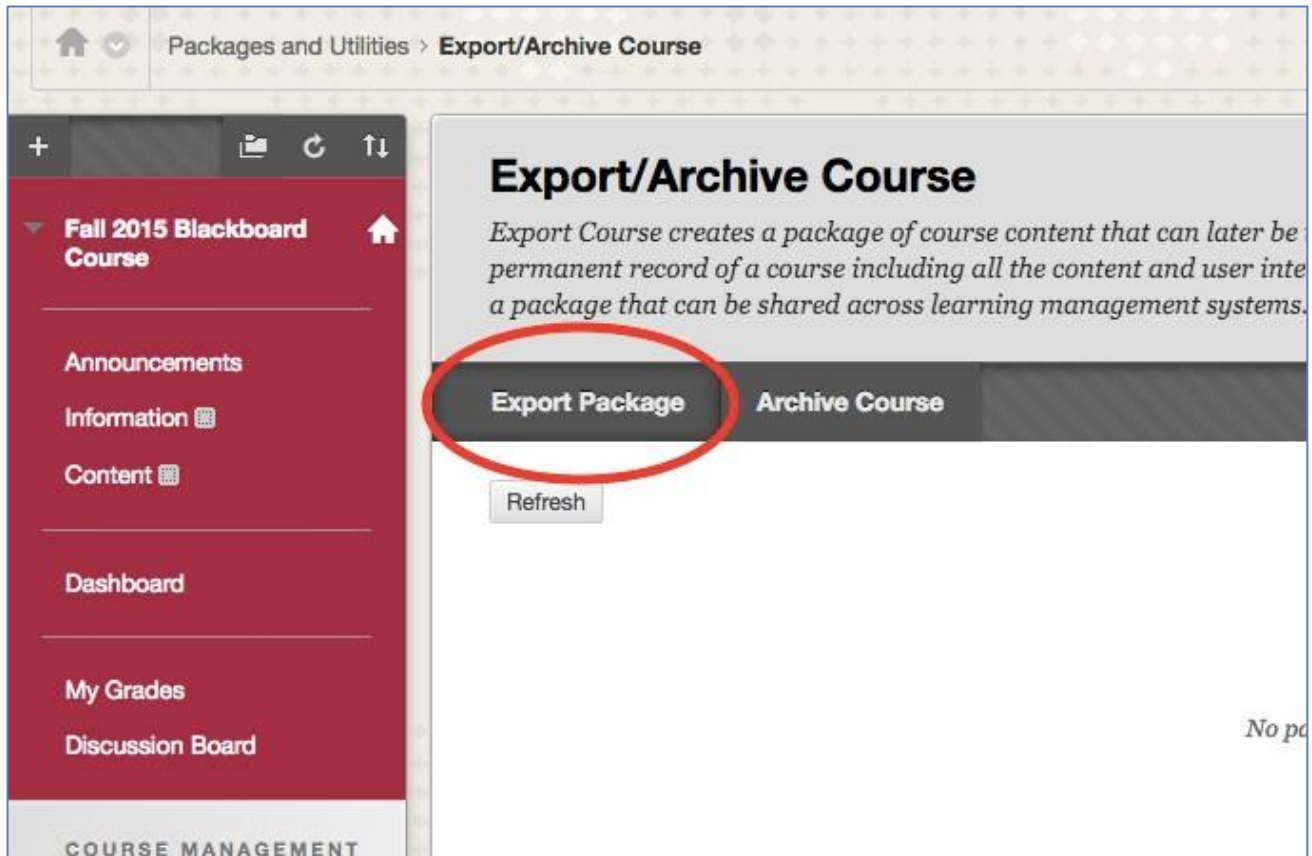
1. On your Blackboard homepage, select the course that you'd like to export.



2. On the left side panel under "Course Management," click on "Packages and Utilities", and then select "Export/Archive Course."



3. On the next page, select "Export Package".



4. Select the content you'd like to Export and press submit. Once you've submitted the action, you'll receive an email notification when the process is complete.

Choose between copying only the links to files or the links and new copies of every file attached within the course. Click **Calculate Size** if 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

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.

- Content Areas
 - Information
 - Content
 - Dashboard
- Adaptive Release Rules for Content
- Announcements
- Blogs

5. Once you've received the notification, hit refresh on the Export page and click on the grey drop down button to the right of the file. Download the file by selecting "Open" in the blue pop-up box. Save the (.zip) Export file to your computer and or Owlbox.

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 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_LY:201536-111296_20160730110343.zip	7/30/16 11:03 AM

Displaying 1 to 1 of 1 items

Open
View Basic Log
View Detailed Log
Delete