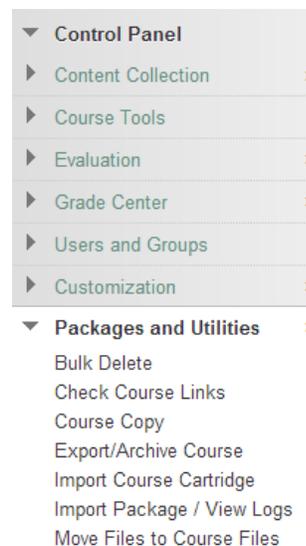


Course Export/Archive

- **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

1. Log into Blackboard Learn and enter the course you want to archive.
2. Under the course management area, click Packages and Utilities, and then click Export/Archive Course.
3. Next, click the Export Package button.



4. On the Export Course page.

Note: Ensure that you select the options to include copies of the links and copies of the files in step 2.

FILE ATTACHMENTS

Choose between copying only the links to files or the links and new copies of every file attached within the course 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

5. Select Course Materials, make your selections or simply click Select All.

SELECT COURSE MATERIALS

Select materials to include in the export package

Select All Unselect All

- Content Areas
 - Home Page
 - Completion Quiz
 - I. Navigate
 - II. Content
 - III. Communicate
 - IV. Assignments
 - V. Tests

6. Click the Submit button.

7. You will see a "Success" notification in green.

Success: This action has been queued. An email will be sent when the process is complete.

Note: You will also receive an email notification that the operation was completed successfully.

Export/Archive Course

Export Course creates a package of course content that can later be imported into the same course or permanent record of a course including all the content and user interactions available at the time the course was created. Archive Course creates a package that can be shared across learning management systems. You must have the proper permissions to export or archive a course.

8. Your course export will begin to run and will be in queue.

9. Click refresh until the package appears. You may need to do this a few times.

Export/Archive Course

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

Export Package Archive Course

Refresh

Note: Course archives may take longer than a few minutes depending on the size of your course.

Saving the Exported or Archived File

1. Once you have received email notification that the course Export/Archive is complete, click refresh to show the package.
2. You will now see your Export file.
3. Hover your mouse to the right of the file until you see an Action Link.
4. Click the Action Link and then select Open.
5. If asked to Open or Save the file, click Save.
Note: This dialog box may look different depending on your browser.
6. Specify the location where you would like to save your file and then click Save.
7. The file will begin to download. Once it is complete, you may exit Blackboard.



Refresh

File Name

ExportFile_faculty_orientation_20140725091251.zip

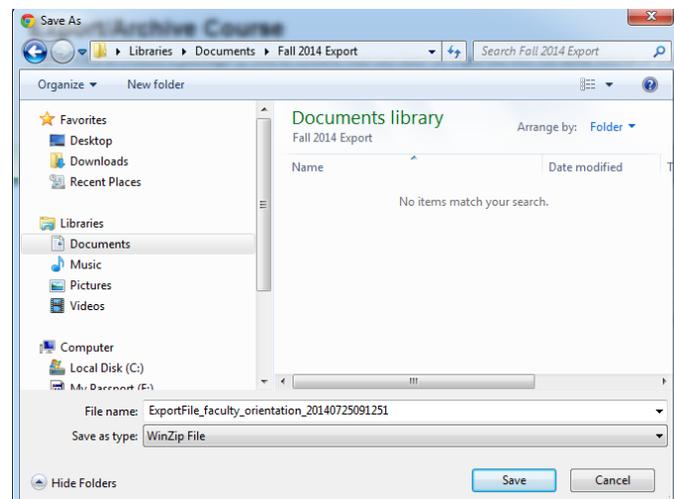


Refresh

File Name

ExportFile_faculty_orientation_20140725091251.zip

- Open
- View Basic Log
- View Detailed Log
- Delete



For additional support, visit <http://uhd.edu/bbhelpform>