

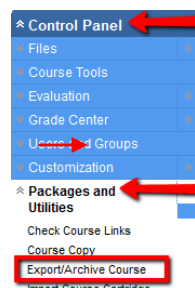
Blackboard courses remain on the server for one year after the end of the semester in which they are taught. If you wish to have access to your Blackboard courses after that time (e.g., to reuse course material), you can save copies of the courses on your local computer using Blackboard's **Export** tool. Exporting a course creates a **course package** – a Blackboard-specific .zip file on your computer that can be imported into a new course on Blackboard or extracted using a tool called [bFree](#).

IMPORTANT NOTES:

- If you wish to reuse content from a course that is currently on the Blackboard server, you can use the **Course Copy** tool. Content from exported courses cannot be viewed directly by unzipping the compressed file.
- The exported course may contain course materials and settings (depending on the options selected upon export), but will not contain student work or records.
- Exporting a course does not remove it from the Blackboard server.
- The Archive tool can also be used to save Blackboard courses. Archiving a course creates a more complete record, including student work and Grade Center data. For more information about the Archive tool, contact your campus Blackboard Support representative.

Creating an Export File

1. Go to the control panel and select **Packages and Utilities** then click **Export/Archive Course** to access the Export/Archive Manager.
2. Select **Export** or **Archive**.



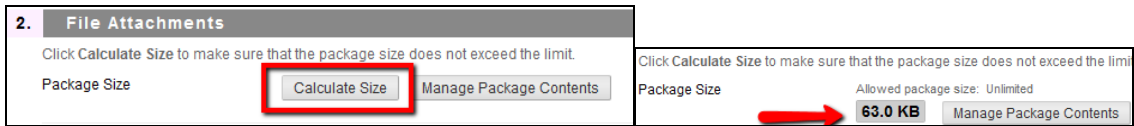
Export/Archive Course

Export Course creates a package of course content including all the content and user interactions available in the course. You must have the proper permissions to export a course.

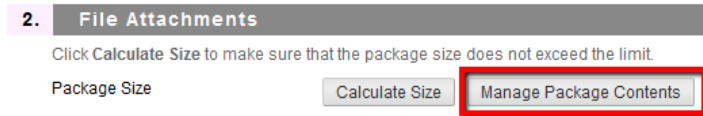
Export

Archive

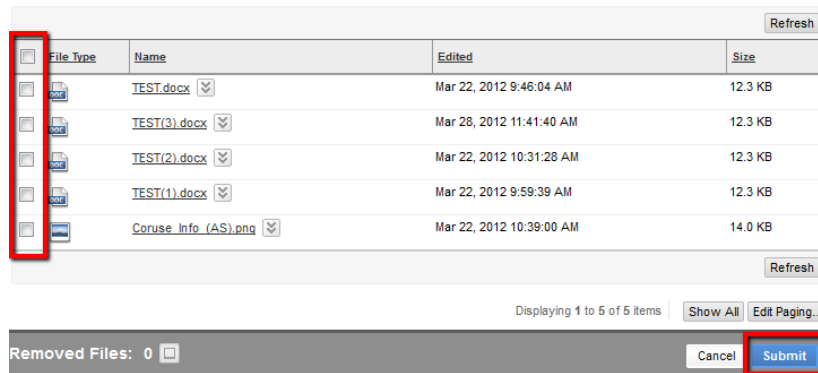
3. Once you click **Export**, you will be given the option to calculate the size of your course. This is to make sure that the package size does not exceed the limit.



- The **Manage Pack Content** button gives you the ability to remove files that you do not want to export, to bring down the size of the Export package.



- Select the check box next to any of the files you would like to remove from your package. Above, the size will reflect the size of your package as you select files to remove. Be sure to click **Submit** in the bottom right corner of the screen.



- Section 3 gives you the option to select which course materials you would like to export with your course. If you would like to select a material, check off the box to the left of the course material. The most commonly used options, and their behavior when selected, are listed in the table below.

NOTE: We generally recommend that you export all course materials and settings. You have the option to selectively import course materials and settings when you import the file into a new Blackboard course.

Course Material	Behavior when Exported
Content	Course materials, including uploaded files, Learning Units , and links, are exported. You may choose to export all content or select specific content areas, such as Course Information, Course Materials, or Assignments, from which to export course materials.
Announcements	All Announcements are exported.

Discussion Board	Discussion Board forums, including the initial message in each thread, are exported. NOTE: Messages other than the initial message in each thread are not exported.
Grade Center Columns and Settings	Items in the Grade Center and their settings, such as type, categories, and display options, are exported.
Group Settings	Group names, settings for group tool availability, and the Discussion Board forum names within each group are exported.
Settings	Some course settings are exported (see list below).
Staff Information	All Staff Information is exported.
Tests, Surveys, and Pools	All Tests and Surveys , including questions and options for deploying them, are exported. All Pools are exported.

NOTE: When **Settings** is selected, the following course settings are exported:

- Course Name
- Course Description
- Course Entry Point
- Course Design
- Course Banner
- Blackboard Tools
- Building Block Tools
- Content Tools
- Course ID
- Course Availability
- Guest Access
- Observer Access
- Course Duration
- Enrollment Options

7. Once you have selected the items to export, click the **Submit** button, then click **OK**. An email will be sent to the email account that is listed for you in Blackboard when the **course package** containing the exported course is ready to be downloaded.

Downloading the Export File

1. Go back to the **Export/Archive** page by selecting **Export Course** from the control panel. The Export/Archive displays a list of course packages that have been created. The course package may not appear on the Export/Archive page immediately. You may need to refresh your browser page or go back to the control panel and open the Export/Archive page again to find and download the course package.
2. You will see a link to a .zip file containing the **course package** (the exported course files). Save the file to your computer by right-clicking on the file (control-click on the Mac) and selecting **Save Link As**.

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 Archive Export Common Cartridge

File Name	Date Created
ExportFile_HUNTR_BB9_TEST_COURSE_ALYSSA_20120418091620.zip	4/18/12 9:16 AM

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

3. Remove the course package from the Export/Archive Page.

Once you have downloaded the **course package** to your local machine, click on the **double arrow** button on the right hand side and below that choose **Delete** to remove the package from the **Export/Archive** page.

File Name
ExportFile_HUNTR_BB9_TEST_COURSE_ALYSSA_20120418091620.zip

Using the Export File

The files in the **course package** cannot be viewed directly by unzipping the downloaded .zip file. The Export File may be imported into another Blackboard course or the constituent files contained in the Export File may be viewed using a free tool called **bFree** or the .zip file may be imported into a new Blackboard course shell.

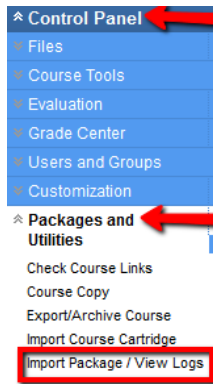
a) View the exported content using the bFree tool

bFree is a tool available at no cost from the University of North Carolina. [bFree](http://its2.unc.edu/tl/tli/bFree/) creates a web site or folder hierarchy on your local computer using the content you exported from Blackboard. More information is available from UNC at <http://its2.unc.edu/tl/tli/bFree/>

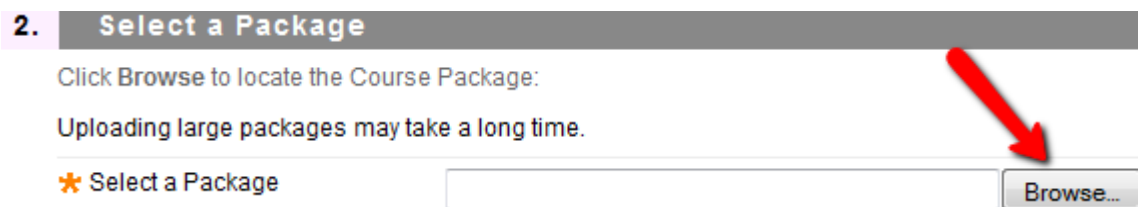
b) Keep the course package on your computer or USB drive for import into another Blackboard course.

The course package may be imported into a new Blackboard course shell by following these instructions:

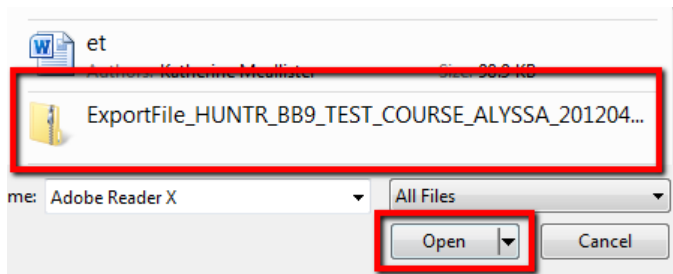
- i. Go to the **Control Panel** of the course you wish to export and select **Import Package/View Logs**.



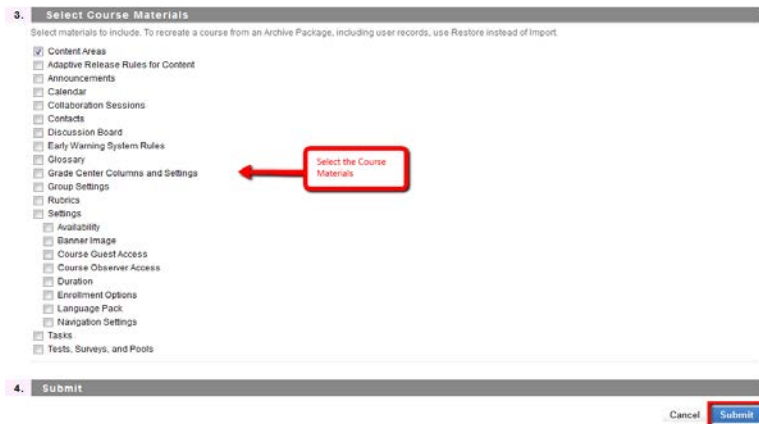
- ii. Click on **Browse** to locate the Export .Zip file that you saved when you exported your course.



- iii. Select the file you wish to import and click on **Open**.



- iv. Select the items you wish to import by clicking the corresponding check box. When you are done, click the **Submit** button.



You will see a confirmation screen that your course has accepted the **Import Package**

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



Import Package / View Logs

Import a package file of course content for use in a course. You can also view the log files that a operation. [More Help](#)

Import Package

Import Log Name

[ImportFile_HUNTR_BB9_TEST_COURSE_ALYSSA_20120418093902_detailed.txt](#)

- v. You will receive an email when the import process has been completed.

Created by Hunter College – ICIT Department