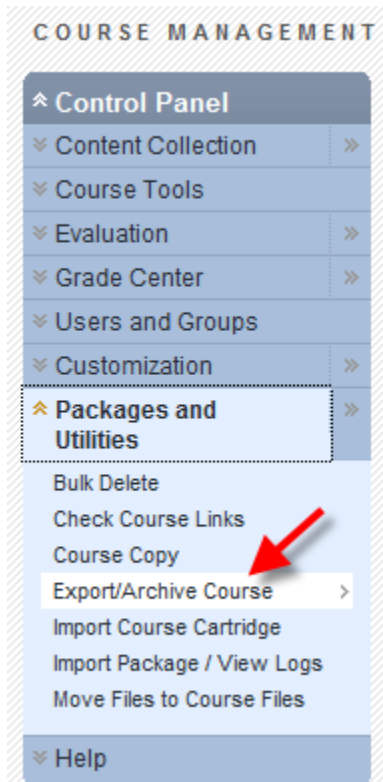


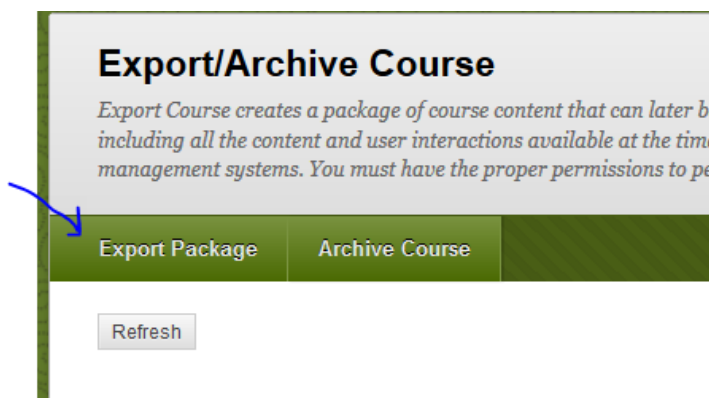
Exporting Your Course

By Scott Badger

Exporting your course creates a .zip file of your entire course structure and files (it does not include student data). You can then keep this for your files, upload it into another blank course or you can share it with another instructor so they can upload it into their course.



1. From the Course Management section below Control Panel, select **Packages and Utilities > Export/Archive Course**.



2. Click **Export**.

1. Select Copy Options

✧ Source Course ID 1142-RICOL-CIS-251-SEC03

2. File Attachments

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

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

Package Size

Calculate Size

Manage Package Contents

3. Turn on “Copy links and include copies of the files in the course default directory”.

3. Select Course Materials

Select materials to include in the export package. For a package to se



- Content Areas
 - Getting Started
 - Syllabus
 - Course Schedule
 - Week Material
 - Exams (Submission Page)
 - Blackboard Faculty Help Area
- Adaptive Release Rules for Content
- Announcements
- Blogs

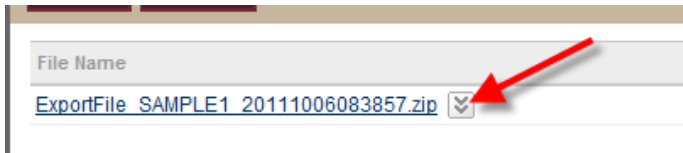
4. Click **Select All**.
5. Click **Submit**.

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

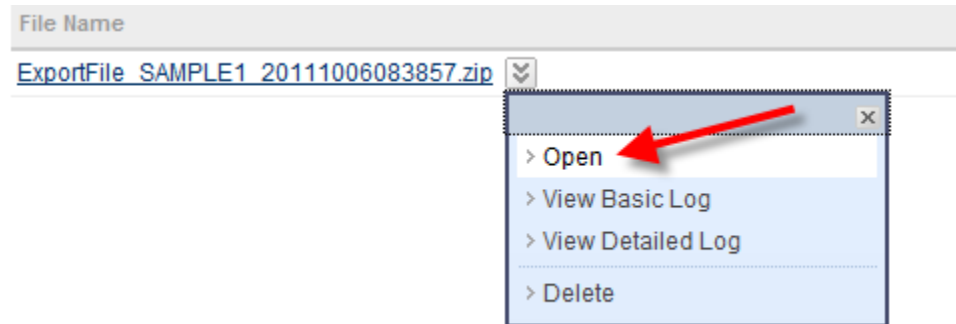


Export/Archive Course

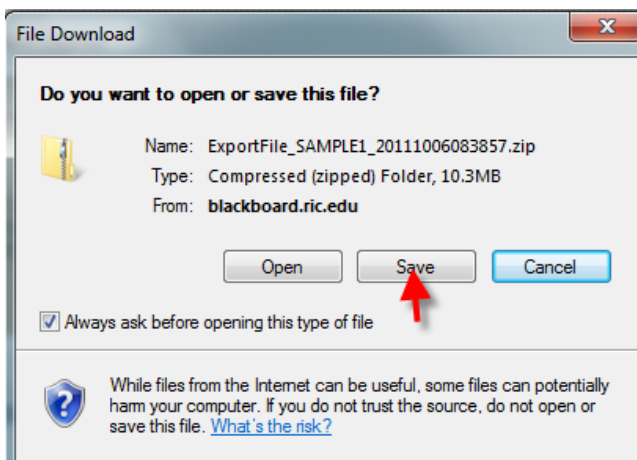
6. You should see the green message at the top of the page.
7. Once you have received the email, go to the Control Panel, select **Packages and Utilities > Export/Archive Course**.



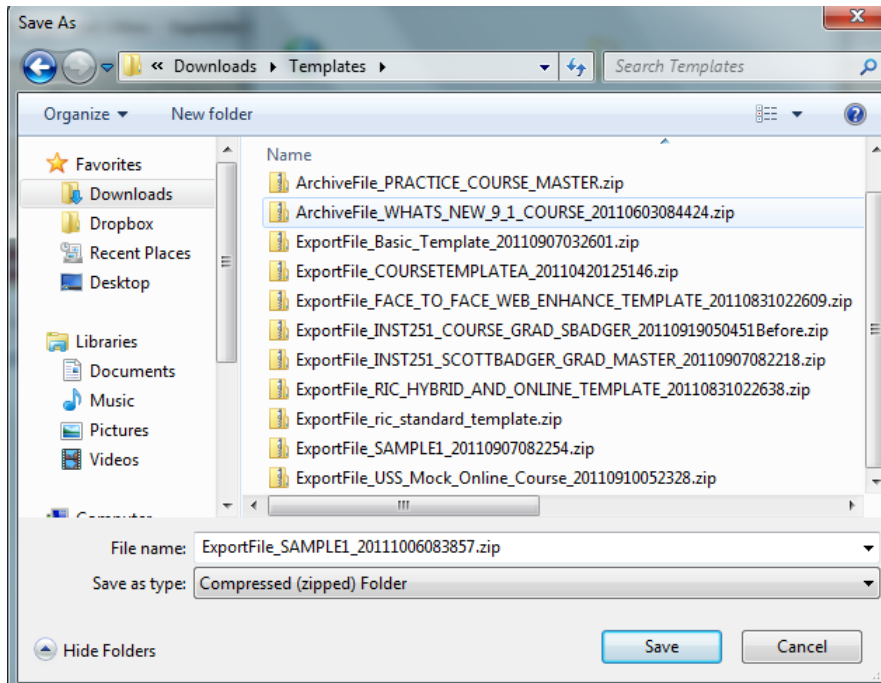
8. Click the **Action** button to the right of the archive link.



9. Select **Open**.



10. Click **Save**.



11. Move to the folder where you want to save your backup zip file and then click **Save**. (**Note:** If you are using FireFox, the file will be downloaded to the Downloaded folder. If you are using Internet Explorer, you will be asked on where you want to save your archive file.)

IMPORTANT: Please make sure to save your files in a secure personal location – if you save it on your personal computer, please make sure to make a backup of it. If you would like to save remotely, you can use Dropbox, Box, OneDrive, OneDrive for Business to keep your archives safe.