

Archiving your Course – Using the Export Feature

Export: Export takes course content and puts it in a package that can be used in another course at a later date. Instructors can choose one or more course areas they would like to include in the package. Export packages are downloaded as compressed .ZIP files to the user's hard drive and can be imported into Blackboard Learning System in the same format. Do not unzip an Export package or remove files from the package, otherwise the package will not be imported correctly.

Overview

The Export Course feature creates a package of the course content that can later be imported and used to teach another course with the same content. It is important to note that, unlike the Archive Course feature, Export Course does not include any user interactions with the course—it only includes the content and the tools.

Export packages are downloaded as compressed .ZIP files and are imported in the same format. Do not unzip an Export package or remove files from the package, otherwise the package will not be imported correctly.

Follow these steps to open the Manage Exports page.

1. Click **Archive Course** from the Control Panel of your course. The “no packages exist” message is consistent with not having completed an archive – message is okay.
2. Select **Export** from the Action Bar of the Export / Archive Manager page.
3. Select Course materials to export (see list below).
4. Choose Submit then choose Okay.
5. You ‘will not’ receive an email when your course export is ready to save. *Note: This email function does not work as designed; regardless the course will appear on the Export/Archive Manager page when complete (refresh screen in a few moments).*
6. **Save this file to a known location** by clicking on it and choosing SAVE. We suggest you use your “Z:” drive or your “My Storage” space on Community System. Do not proceed without saving this file to a known location. When your course is made unavailable (exactly 9 weeks after the semester end date) the file in this Export/Archive Manager will also be

unavailable. **NOTE:** Once the course is unavailable there is NO recourse for getting it back.

List of possible course materials to export

The table below details what happens to each selectable option when the export is performed.

COURSE MATERIAL	BEHAVIOR WHEN EXPORTED
Content	Exports course materials, including uploaded files, Learning Units, and links. Users may also select to include Course Information, Course documents, Assignments and External Links.
Announcements	All Announcements are exported.
Tests, Surveys, and Pools	All Assessments and Surveys, including questions and options for deploying them are imported. All Pools are exported.
Calendar	All Calendar items are exported to the new course.
Course Settings	Some Course Settings will be exported. See Course Setting below for more information.
Discussion Board	Discussion Board forums, including the initial message in the Discussion Board, are exported.
Gradebook Items and Settings	Items in the Gradebook, and their settings, such as type, categories, and display options, are exported.
Group Settings	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names.
Staff Information	All Staff Information is exported.

Other Options:

Recycle: The Course Recycle is very useful to Instructors at the end of a course. It allows the Instructor to select information to be deleted from a course and saves the rest of the course areas for future use.

Archive: The Archive Course function enables the Instructor to make a record of a course, including all of the user information. The archive is saved in a .ZIP file that the Instructor can access in the future. This function is not used to copy materials to be used in an upcoming semester.

IMPORT: [Click here for the instructions to import your archive/export to a new course shell.](#)