

Exporting Course Content



Course Management

Instructors can select specific materials in a course and create an “export” package of course content for reuse. Unlike an Archive file, an export file will include just the content, settings, and tools you choose and will not include user data. The Export Process compresses the selected course content into a .ZIP file, which can be imported into another course.



Before You Begin

Review Your Course's File Size

[View your course's estimated file size](#) before performing the Export process. If your course is over the *500 MB* course file size limit, you must [review your course's Content Collection](#) to delete duplicate or large media files and use [alternative methods of sharing large files](#) in the course. Otherwise, errors may occur in the export/import process that cause added burden on the Blackboard servers. You may be contacted by Blackboard Administration to take corrective actions!

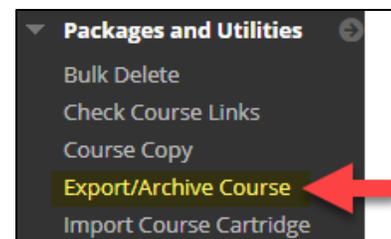
Safari Users – Adjust Your Browser Settings

Export files can only be uploaded to Blackboard courses if they stay in their original .zip format. Use these instructions to make sure that the Safari browser will not automatically unzip your export files.

1. Open Safari. In the browser's menu go to **SAFARI** and select **PREFERENCES**.
2. In the window that opens, click **GENERAL**.
3. Remove the check from the box beside **OPEN 'SAFE' FILES AFTER DOWNLOADING**.

To Export Course Content

1. In your course's **CONTROL PANEL**, click on the **PACKAGES AND UTILITIES** menu. Select **EXPORT/ARCHIVE COURSE**.



2. On the Export/Archive Course page, click the **EXPORT** button.



3. On the Export Course page, **DO NOT MAKE CHANGES TO THE FILE ATTACHMENT SETTINGS** (leave as is).

Export Course

SELECT COPY OPTIONS

* Source Course ID testcourse-hamiltonM-101

FILE ATTACHMENTS

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

4. Scroll down to the **SELECT COURSE MATERIALS** section. Check all the checkmarks associated with the content you want to include in the export file.

Follow these guidelines:

- a. For graded assignments:
Select the content area containing the assessment **AND** Grade Center Columns and Settings.

SELECT COURSE MATERIALS

Select All Unselect All

Content Areas
 Syllabus
 Weekly Lessons
 Collaboration Tools

Adaptive Release Rules for Content
 Announcements
 Attendance
 Blogs
 Calendar
 Contacts
 Content Alignments
 Discussion Board
 Include starter posts for each thread in each forum (anonymized)
 Include only the forums, with no starter posts

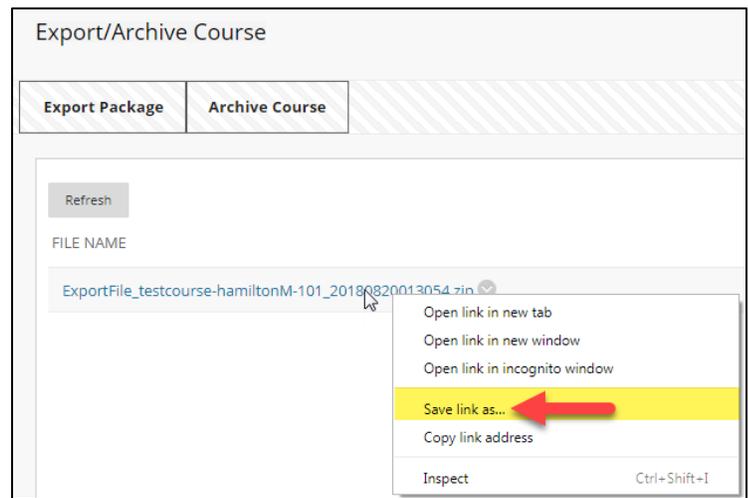
Glossary

- b. For graded discussions, journals, wikis, and blogs:
Select the tool **AND** Grade Center Columns and Settings.

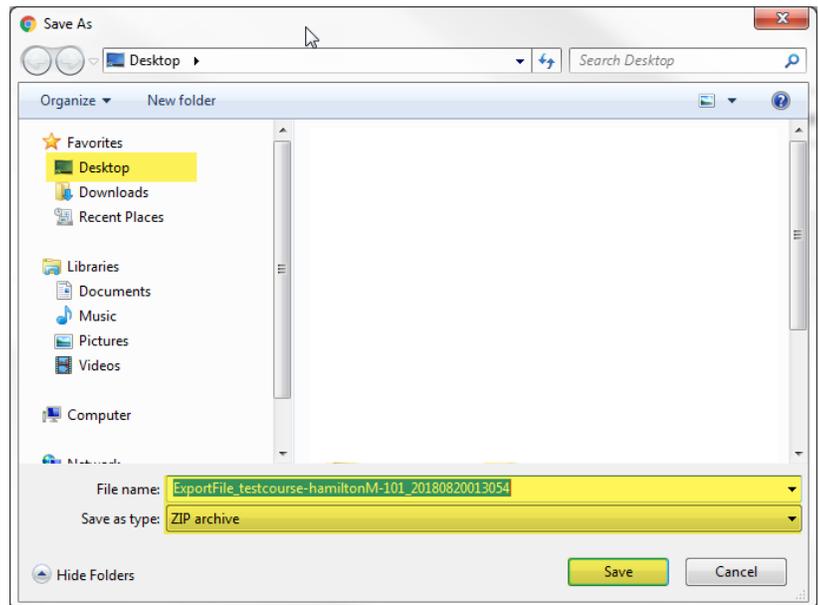
- c. For tests deployed in content areas: Select the content area containing the deployed tests, Tests, Surveys, and Pools, **AND** Grade Center Columns and Settings.

5. When you are done, click **SUBMIT**. A confirmation message will appear on the screen stating that the action has been queued. You will receive an alert at your MATC e-mail when the process is complete. The length of time Blackboard takes to produce the file will depend on the size of the course's content.

- When you receive your e-mail alert from Blackboard, return to the Export/Archive area of your course. A download link to your Export file will appear on this page. With your mouse, **RIGHT-CLICK** on the link and from the context menu that appears, select **SAVE TARGET AS** or **SAFE LINK AS**.



- In the **SAVE AS** box that appears, navigate to an area on your computer where you want to save the file. Then, click the **SAVE** button.



- The .zip file will download to the specified location on your computer.

You can now use this file will to import the exported content into another course. See the instructions on importing course content from an archive or export file.

