

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. If your course’s overall file size is over 500 MB, 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!

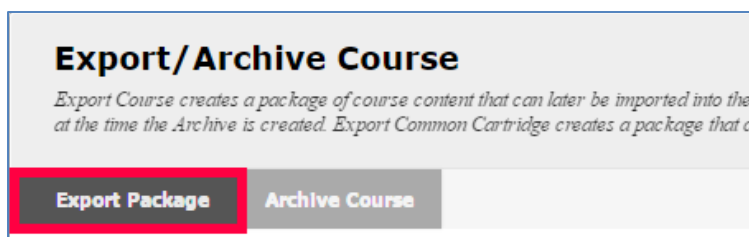
Safari Users – Adjust Your Browser Settings

Blackboard archive 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 archive 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.



- On the Export Course page, scroll down to the **FILE ATTACHMENTS** section. Keep the default settings selected as depicted below.

Export Course

Export Course creates a package of course content for reuse. Exporting a course includes Content, Settings, and Tools, but does not include user records. To create a copy of a course including user records, use Archive Course. [More Help](#)

SELECT COPY OPTIONS

✳ Source Course ID PMO-hamiltonM-TestCourse17

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 Size to make sure 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

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

Please Note! - If you want to successfully import assessments, follow these guidelines:

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

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

When you are done, click **SUBMIT**.

SELECT COURSE MATERIALS

Select materials to include in the export package. For a package to serve as an exact record, export.

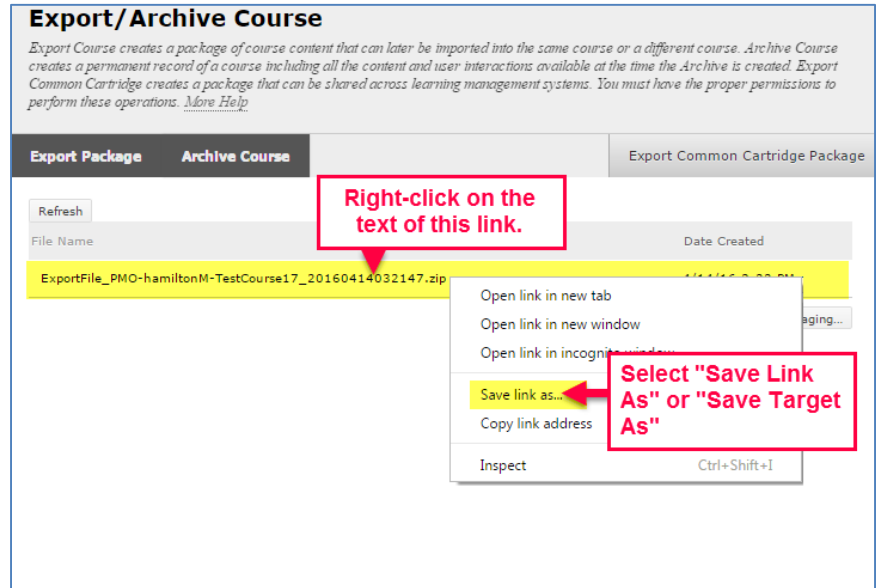
- Content Areas
 - Syllabus
 - Weekly Content
 - Test
 - Net Tutor
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Content Alignments
- Discussion Board
 - Include starter posts for each thread in each forum (anonymized)
 - Include only the forums, with no starter posts
- Glossary
- Grade Center Columns and Settings

- A confirmation message will appear on the screen stating that the action has been queued. You will receive an e-mail alert at your GroupWise 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.

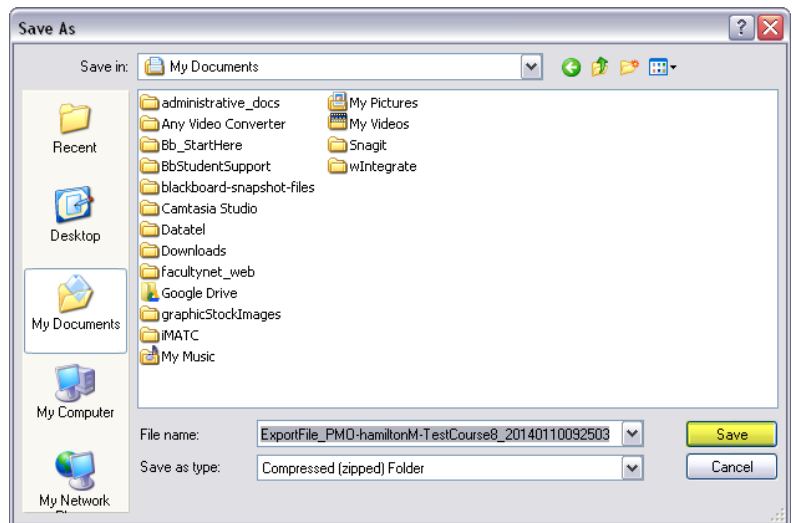
Success: This action has been queued. An email will be sent when the process is complete.

- 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.



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