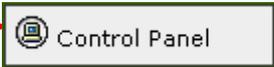


## How to Export a Course (from Blackboard 6.3)

The **Export Course** feature in Blackboard will allow the instructor to create a package of the course. This package can later be imported back into Blackboard and used to teach another course using the same course content. The **Export Course** allows instructors to “save” a copy of a course so that the course material can be used during future semesters.

The **Export Course** feature packages course content and tools. The package will not include user information or interactions with the course. (See **How to Archive a Course** to copy an exact copy of the course, including user records.)

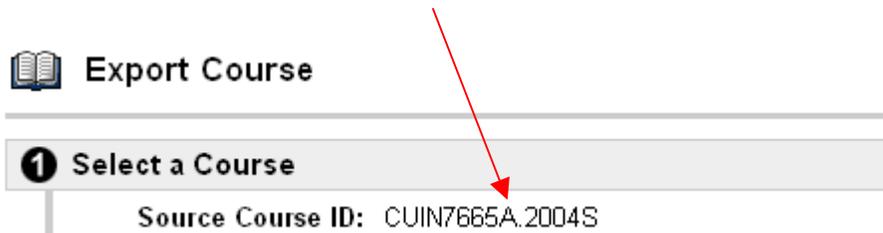
1. Open a course that you are teaching.

2. Enter the **Control Panel**. 

3. Under **Course Options**, click **Export Course**.



4. On the **Export Course** page, the Course ID will appear under **Section 1**.



5. Under **Section 2**, select the course materials that you wish to include in the exported package.

## 2 Select Course Materials

Select materials to include in the export package. For a package to serve as an exact record, including user records, use Archive instead of Export.

- Content
  - Syllabus
  - Assignments
  - Books
  - Course Materials
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Glossary

The following table details what happens to some key course areas when the items are exported.

Course Material	Action When Exported
<b>Content</b>	Course materials, including uploaded files, folders, learning units, and links, will be exported.
<b>Announcements</b>	All announcements will be exported. If <b>assessment</b> links have been included in announcements, the course area linked to the assessment announcement must also be included or the link will be broken.
<b>Calendar</b>	All calendar items will be exported.
<b>Course Settings</b>	The following settings will be exported: course name, description, entry point, design, banner, Blackboard tools, Building Block tools, and Content tools.
<b>Tests, Surveys, and Pools</b>	All assessments, question pools, and surveys, including questions and deployment settings, will be exported.
<b>Discussion Board</b>	Discussion Board forums are exported.
<b>Gradebook Items and Settings</b>	Gradebook items and their settings, such as type and categories, will be exported.
<b>Group Settings</b>	Group names, group tool availability, and group discussion forum names will be exported.

6. After selecting the course materials, click **Submit**.

- A receipt page will appear after clicking **Submit**. Do **NOT** click **OK**. The exported course must be downloaded from this receipt page and saved to a local location (i.e. personal computer, disk, CD, etc.). Read the **Export Log** details.

### Export Course

#### Receipt

[Click the right mouse button and select \*\*Save As\*\*](#)

Or click on the link above to download the package file.

#### Export Log:

2005-09-28 10:53:30 - Status: The operation export has completed.

[View Details](#)

Wednesday, September 28, 2005 10:53:30 AM EDT

OK

- Click the “**Click the right mouse button and select Save As**” link once.

### Export Course

#### Receipt

[Click the right mouse button and select \*\*Save As\*\*](#)

Or click on the link above to download the package file.

#### Export Log:

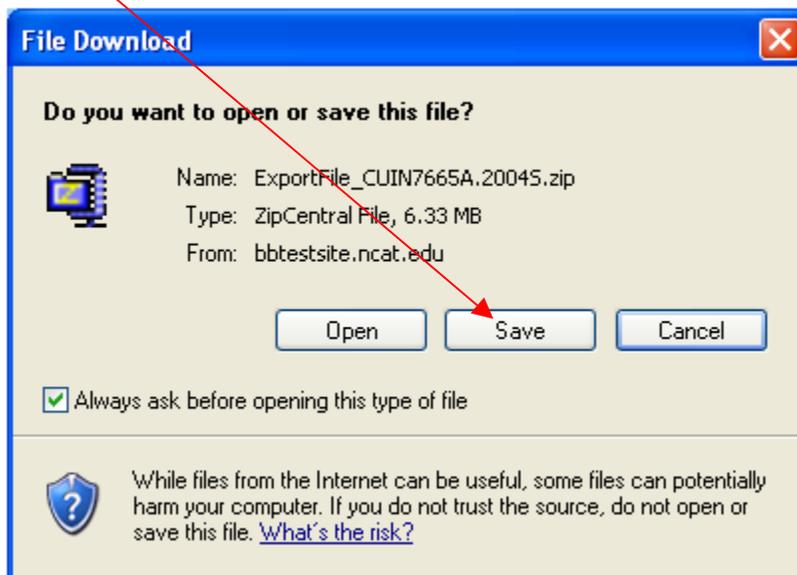
2005-09-28 10:53:30 - Status: The operation export has completed.

[View Details](#)

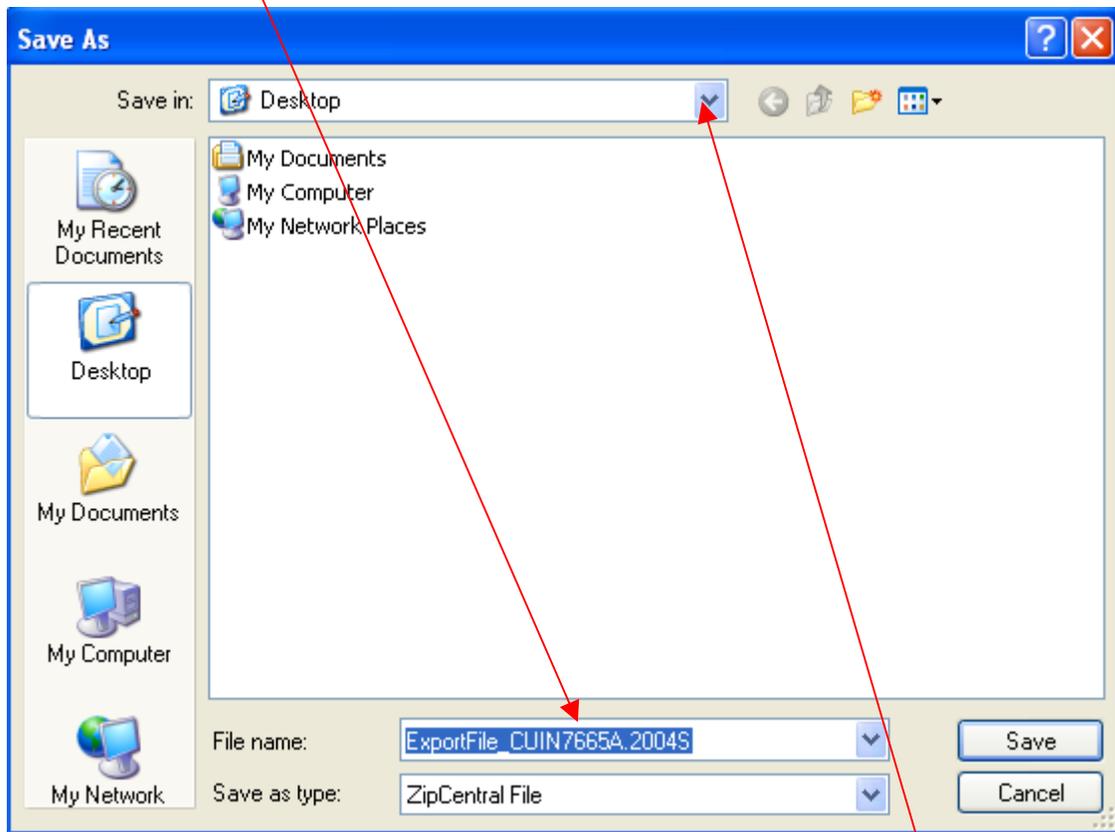
Wednesday, September 28, 2005 10:53:30 AM EDT

OK

- A **File Download** window will appear and you will be prompted to **Open** or **Save** this file. Click **Save**.



10. Enter a **file name** or keep the suggested name.



11. Choose a storage location for the saved file by clicking the drop-down menu.
12. Click **Save**.
13. Once the download process has been completed, the zipped package should be saved to the storage location.

### Helpful Tips

- \*\*\* If the package is not downloaded from **the receipt page**, the exported content will be lost and the export process must be repeated.
- \*\*\* Exported packages can only be **imported** back into Blackboard in the same format. Attempting to **unzip** and alter the compressed package will cause the package to be imported incorrectly.
- \*\*\* Export or archive a copy of **each** course at the end of each semester.