

How to Export a Course (from Blackboard 7.3)

The **Export Course** feature in Blackboard allows 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. Instructors can “save” a copy of a course so that the course material can be used during future semesters. The exported package will *not* include user information or interactions within the course. (See **How to Archive a Course** to copy an exact copy of the course, including user interactions and records.)

Blackboard 7.3 features an **Export/Archive Manager** page. See item #4 below.

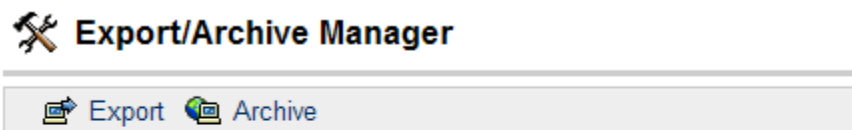
1. Open a course that you are teaching.

2. Enter the **Control Panel**. 

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



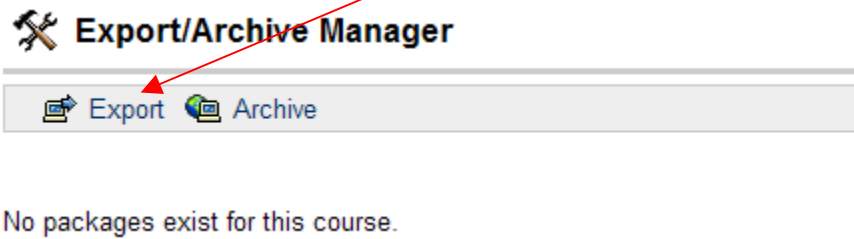
4. Blackboard 7.3 features an **Export/Archive Manager** page that organizes all exported and archived packages that have been created from the course.



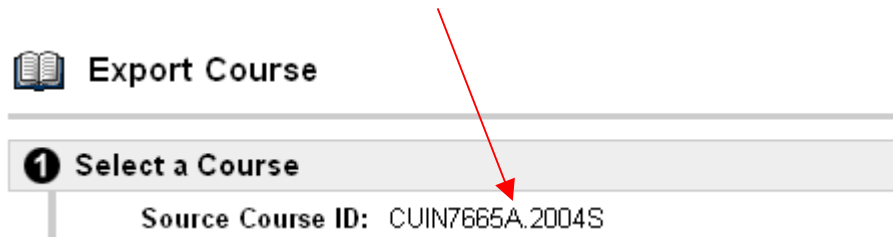
No packages exist for this course.

When the course is exported/archived, a link to the package appears on the **Export/Archive Manager** page. The instructor can download the package to a local computer and use it in the future for importing.

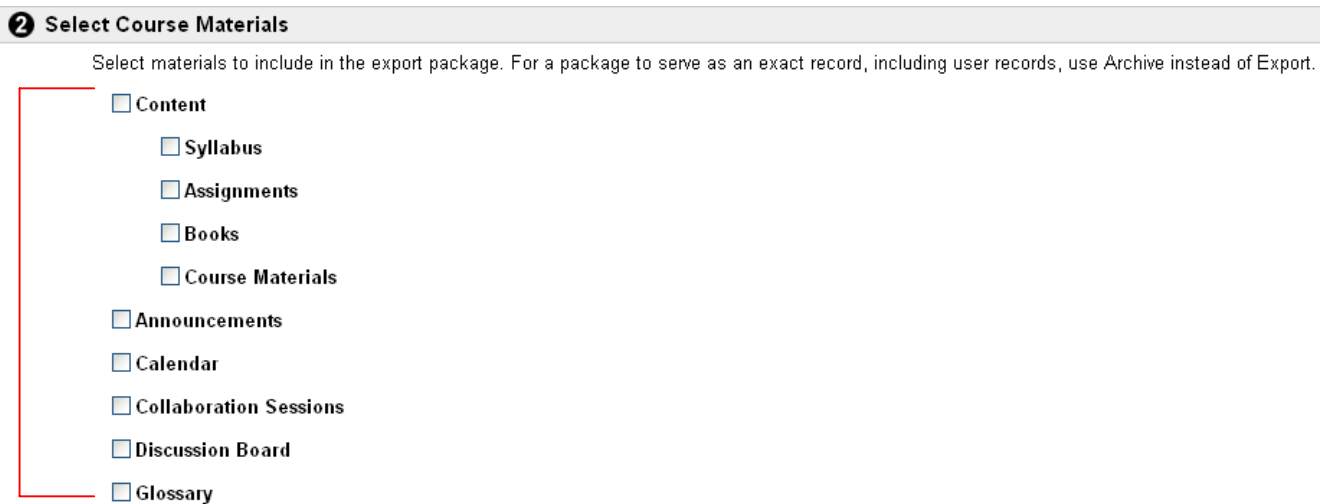
5. To export a course in Blackboard 7.3, click **Export** on the **Export/Archive Manager** page.



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



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



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

Course Material	Action When Exported
Content	Course materials, including uploaded files, folders, learning units, assignments, and links, will be exported.
Announcements	All announcements will be exported.
Calendar	All calendar items will be exported.
Course Settings	The following settings will be exported: course name, description, entry point, design, banner, Blackboard

	tools, Building Block tools, and Content tools.
Tests, Surveys, and Pools	All assessments, question pools, and surveys, including questions and deployment settings, will be exported.
Discussion Board	Discussion Board forums are exported.
Gradebook Items and Settings	Gradebook items and their settings, such as type and categories, will be exported.
Group Settings	Group names, group tool availability, and group discussion forum names will be exported.

8. After selecting the course materials, click **Submit**.
9. A receipt page will appear after clicking **Submit**. Click **OK**.



Export Course

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

Wednesday, January 2, 2008 9:54:54 AM EST



10. When a package is exported/archived, it will not appear on the **Export/Archive Manager** page immediately. An email will be sent to the instructor once the package has been created. Once the package is created, a link to the package appears on the **Export/Archive Manager** page. The instructor can download the package to a local computer and use it in the future for importing.

Export/Archive Manager

 Export  Archive			
File Name	Date Created	Log	Detailed Log
ExportFile_TEST4475A.2007S_20080102095454.zip	1/2/08 9:54 AM	Log	Detailed Log

11. To download the package to a local computer, click the link to the exported package.

Export/Archive Manager

 Export  Archive			
File Name	Date Created	Log	Detailed Log
ExportFile_TEST4475A.2007S_20080102095454.zip	1/2/08 9:54 AM	Log	Detailed Log

12. **Save** the package to your local computer or to an external storage device.

Helpful Tips

- *** 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.