Exporting a Blackboard Course

- Log into Blackboard and access course
- Select Control Panel (located on the left-hand side of the screen)
- Select Export/Archive Course located under Packages and Utilities
- Click (select) Export on the Export/Archive Course page
  - **Option 1:** The course name should already be entered
  - **Option 2:** Select “Copy links and include copies of the files in the course default directory” and select “Copy links and include copies of the files outside of the course default directory”

**Note:** After selecting Copy links and include copies of the content, click Calculate Size to ensure that the package size does not exceed the displayed allowed package size. To remove files and folders from the package, click Manage Package Contents.

- **Option 3:**
  - Click “Select All”. This will place a checkmark in all content options or
  - Choose (click to select) individual items that you want to export
- Click Submit, a confirmation screen will be displayed with “you will receive an email when completed”.

**Export Complete**

When you receive the email from “Blackboard Administrator” ensure that you open the email and read! The email lists all areas “packaged” in the export and also lists any “errors” in the export that you need to be aware of note any Fatal Errors or message that the export has failed!

If the export is successful -

- Log back into Blackboard
- Select Export/Archive Course. The zipped package will now be available.
- Click on the zipped filename and “save” it your local computer