



Blackboard... Learn more... go further...

Export a Course for Later Reuse

The operation of exporting a course creates a course package using compression methods (ZIP) from the course content. The obtained course package can be imported back into Blackboard Learn to create a new course with the same content. Exporting a course does not include any user interactions such as blog posts or grades. It includes only the course content.



The steps to Export a Course

To access the Export/Archive Course page:

1. On the Control Panel, expand the Packages and Utilities section and click Export/Archive Course.
2. On the Export/Archive Course page, click Export Package on the action bar.
3. On the Export Course page, include only the links to course files -OR- include the links and copies of the course files content.
4. For Copy links and include copies of the content, click Calculate Size to be sure that the package size does not exceed the displayed Allowed package size. To remove files and folders from the package, click Manage Package Contents.
5. In the Select Course Materials section, select the check boxes for each course area and tool to export. If you select Discussion Board, decide whether to include started posts for each thread in each forum (anonymously) or include only forums with no starter posts.
6. Click Submit.

References

How Can I Export a Course:

https://enus.help.blackboard.com/Learn/9.1_2014_04/Instructor/090_Course_Content/020_Reuse_Content/020_Export_and_Archive_Courses#export

Youtube video

<https://www.youtube.com/watch?v=4b9jA0Hrx4k>

ccis shared folder

<\\10.10.70.70\Blackboard\video>