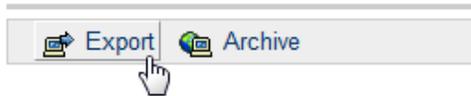


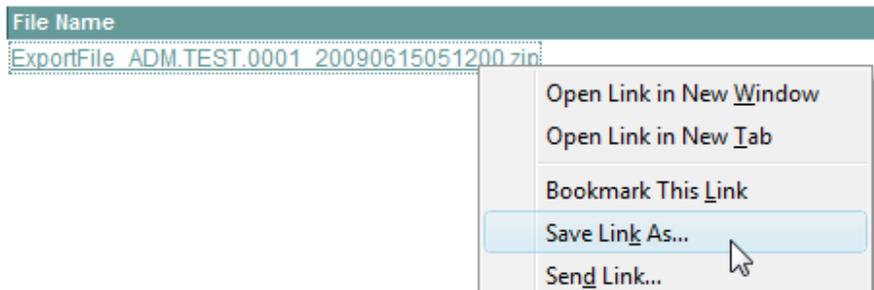
How to export a course in Blackboard

The Blackboard system will hold up to three (3) semesters worth of courses at any one time. As courses from a new semester are added to the system, older courses will be removed from the system. If faculty members need to keep their course content, they will need to export these older courses before they are removed from the system. This export process creates a ZIP archive format file that can then be downloaded and stored on a local computer. This exported file can be imported into another Blackboard course at a later time. Please note this exported file should not be modified by another program like WinZip or Stuffit. Please also make note this file does **not** contain any grade information. Grade Center data should be downloaded separately and saved as soon as the semester ends and grades are finalized.

1. Click on the **[Export Course]** link on the **[Control Panel]** of a course (Course Options section).
2. On the Export/Archive Manager page, click on the **[Export]** link on the top as shown below.



3. On the Export page, select what portions of the course will be exported. After the selection process is completed, click on the **[Submit]** button on the bottom of the page.
4. A confirmation page showing the successful queuing of the requested export process will be shown. Click on the **[OK]** button to exit this confirmation page.
5. Depending on the size of the course and how busy the Blackboard server is at the time of the request, this process could take anywhere from 30 seconds to half an hour. When this process completes, the system sends a confirmation e-mail to the instructor.
6. Navigate to the **Export/Archive Manager** page as indicated in Step 1 of this guide. Right-click on the provided link and download the package to the local computer as shown below. This step may be slightly different for each type of Internet browser and operating system in use.



7. Burn a copy of this zip archive file onto to CD or DVD disc for safe-keeping.