

Instructors are encouraged to perform a course export to preserve content for re-use in a future course. The course export process **does NOT** preserve course grade records. The grade book download process is a separate procedure.

1. To perform a course export, enter the course to be exported and click on the “Control Panel” link. Next, click on the “Export Course” link.



The Export/Archive Manager will appear next. If any course export or archive files have been previously generated, they will be listed in lieu of “No packages exist for this course.”



2. To set parameters for the export, click on the **Export** button. Choosing **Archive** instead of Export automatically selects all available content **and** includes user-specific data (such as grades and assignment submissions).
3. The next screen lists all of the major sections, content types and settings available for export. Check the boxes next to each course area to be exported.



NOTE: Checking “Gradebook Items and Settings” exports the gradebook STRUCTURE and SETTINGS only. Student grade values are NOT exported. Downloading the grades within the gradebook is a separate process.

4. After making the desired selections, scroll to the bottom of the page and click **Submit**. The export process will be queued and processed by the server as soon as possible. The amount of time it will take to complete will vary based on the size of the exported materials and the volume of requests. When the process is complete, an email is sent.

The email reads as follows:

“The operation has completed. The file may be downloaded from the Control Panel.”

Upon receipt of the email, the export file is available for download.

5. Enter the course, click on “Control Panel” and click “Export Course.” The Export/Archive manager will now include a link to the download file. Click on the file name to begin the download process.



6. Save the export file to an easy-to-find location. This file can be imported into any Blackboard course site to restore or reuse course contents.