How to Export a Blackboard Course
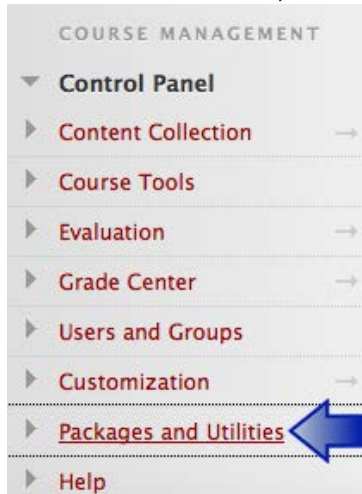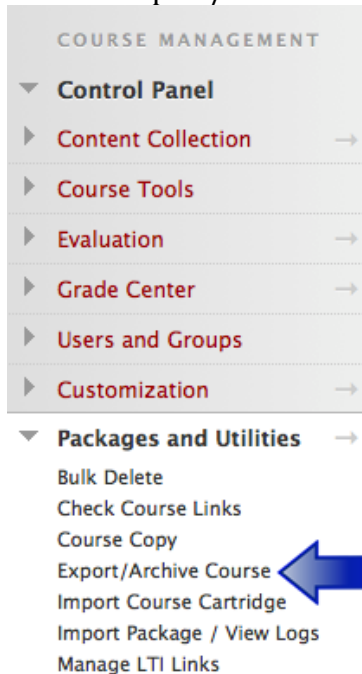
Export

The Export function creates a ZIP file of course content that can be used to create a new course. This option does not contain any user data, and is not FERPA protected. You can select what content to export during the export process. To export from a Blackboard course, follow the following steps.

Select the title of the course you want to export from your course list in Blackboard.

In the Control Panel, click on Packages and Utilities,

then on Export/Archive Course.

Export/Archive Course

Export Course creates a package of course content that can later be imported into the same course or a different course. Archive Course creates a permanent record of a course including all the content and user interactions available at the time the Archive is created. Export Common Cartridge creates a package that can be shared across learning management systems. You must have the proper permissions to perform these operations. More Help

Export Package

Refresh

No packages exist for this course.

Click the Export Package button in the box that opens. This will open the Export Course Dialog box.

Export Course

Export Course creates a package of course content for reuse. Exporting a course includes Content, Settings, and Tools, but does not include user records. To create a copy of a course including user records, use Archive Course. More Help

Cancel   **Submit**

1. Select Copy Options

✳ Source Course ID   NI-2015-GTA-Workshop-Dowling

2. File Attachments

Choose between copying only the links to files or the links and new copies of every file attached within the course. Click **Calculate Size** to make sure that the package size does not exceed the limit.

Course Files Default Directory ○ Copy only links to course default directory files
⊙ Copy links and include copies of the files in the course default directory

Files Outside of the Course ○ Copy only links to files stored outside of the course default directory
Default Directory ⊙ Copy links and include copies of the files outside of the course default directory

Package Size   Calculate Size   Manage Package Contents

3. Select Course Materials

Select materials to include in the export package. For a package to serve as an exact record, including user records, use archive instead of export.

Select All   Unselect All

☐ Content Areas
　☐ Course Home Page
　☐ My Alerts
　☐ Tests
　☐ Week 1

☐ Adaptive Release Rules for Content

Under #2, be sure to select the "Copy links and include copies of the files in the course default directory" and the "Copy links and include copies of the files outside of the course default directory" buttons.

3. Select Course Materials

Select materials to include in the export package. For a package to serve as an exact record, including user records, use archive instead of export.

Select All | Unselect All

- ☑ Content Areas
    - ☑ Course Home Page
    - ☑ My Alerts
    - ☑ Tests
    - ☑ Week 1

- ☑ Adaptive Release Rules for Content
- ☑ Announcements
- ☑ Blackboard Collaborate Voice Authoring
- ☑ Blackboard Collaborate Voice Board
- ☑ Blackboard Collaborate Voice Podcaster
- ☑ Blackboard Collaborate Voice Presentation
- ☑ Blogs
- ☑ Calendar
- ☑ Contacts
- ☑ Content Alignments
- ☑ Discussion Board
    - ◉ Include starter posts for each thread in each forum (anonymized)
    - ○ Include only the forums, with no starter posts

- ☑ Glossary
- ☑ Grade Center Columns and Settings
- ☑ Group Settings
- ☑ Journals
- ☑ Retention Center Rules
- ☑ Rubrics
- ☑ Settings
    - ☑ Availability
    - ☑ Banner Image
    - ☑ Course Guest Access
    - ☑ Course Observer Access
    - ☑ Duration
    - ☑ Enrollment Options
    - ☑ Language Pack
    - ☑ Navigation Settings

- ☑ Tasks
- ☑ Tests, Surveys, and Pools
- ☑ Wikis

4. Submit

Click Submit to proceed. Click Cancel to go back.

Cancel | Submit

Under #3, "Select Course Materials" you can select which course materials to copy. In this screenshot, "Select All" has been chosen. Click Submit to proceed.

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

Export/Archive Course

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| Export Package | Archive Course |

Refresh

No packages exist for this course.

You will see the green Success notification at the top of the page.
Once you get the email notification,

UA Admin   Today at 10:13 AM   UA

To: rdowling@bama.ua.edu
Export: NI-2015-GTA-Workshop-Dowling [ualearn.blackboard.com]

Export: NI-2015-GTA-Workshop-Dowling

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

The results of the process are shown below.

Status: The operation export has completed.

return to the course, or click the "Refresh" button to reveal the ZIP file available for download.

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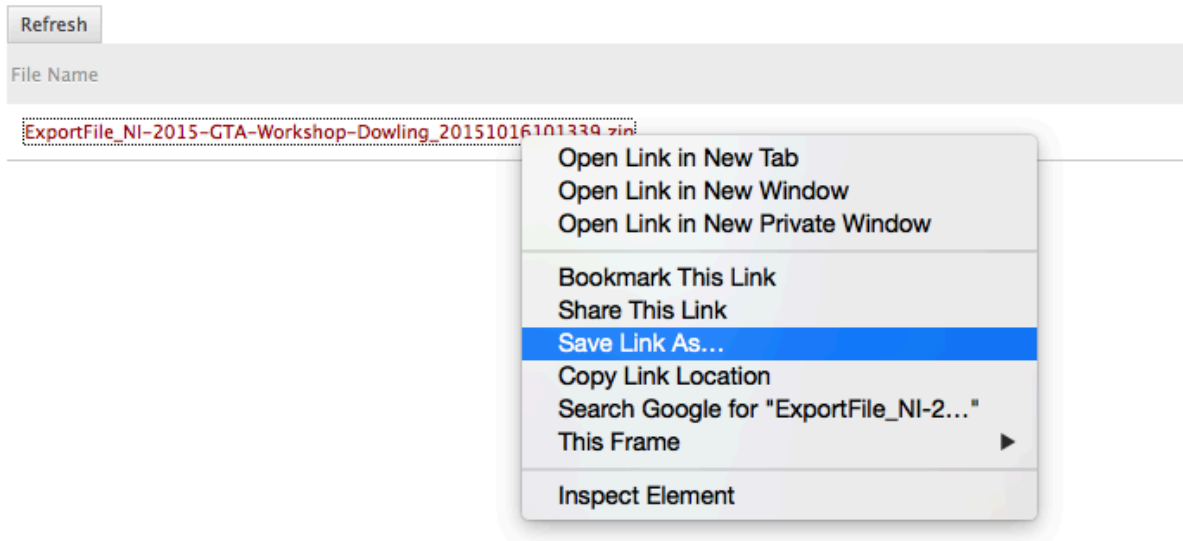
| Export Package | Archive Course |

Refresh

File Name	Date Created
ExportFile_NI-2015-GTA-Workshop-Dowling_20151016101339.zip	10/16/15 10:13 AM

Displaying 1 to 1 of 1 items   Show All   Edit Paging...

Ctrl+click (or right-click) on the link and choose "Save Link As…" to download the file. This file can then be imported into a different Blackboard course. **Be advised that you should not unzip this file, as it will damage the file's ability to be restored in Blackboard.**

For more information, contact the Faculty Resource Center at 205.348.3532
or frc@ua.edu
or visit our website at http://frc.ua.edu.

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