

Tunxis Distance Learning Documentation

How to Export Course Contents

(Backup of content without student data)

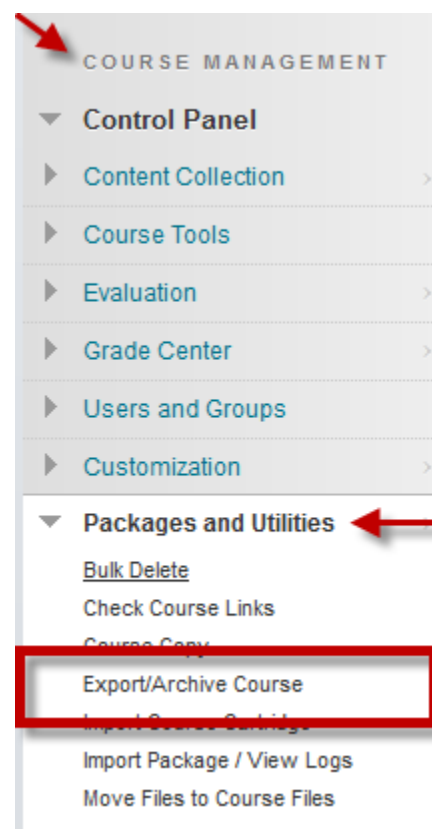
Blackboard provides instructors with the ability to create a package of course content that can later be imported into the same course or a different course. Instructors should “Export” their course contents at the beginning of each semester after revisions have been made and again at the end of each semester to ensure any changes to the content over the course of the semester are captured. 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 the Archive Course option.

To Begin:

1. Navigate to the course that you would like to “Export” the content for.
2. Under the **“Course Management”** area, click on the “Packages and Utilities” option.
3. Click on the **“Export Package”** option.
4. You will likely want to choose the default File Attachment options: **“Copy links and include copies of the files in the course default directory”** option.

Note: Copying only links creates a smaller exported package, but may cause permissions errors if the exported content is used in a different course.

Copying links and files creates a larger exported package, but ensures that all users will be able to access attached files if the exported content is reused.



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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 Default Directory Copy only links to files stored outside of the course default directory
 Copy links and include copies of the files outside of the course default directory

Package Size

5. Select Course Materials: **“Select All”**

*Alternatively, in the event that you want to export portions of the course, you can select the components you want to export by checking the items individually.

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.

- Content Areas
 - Syllabus
 - Getting Started
 - Course Content
 - Help & Tech Support
 - College Resources
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Content Alignments
- Discussion Board
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules: On Import or Copy, existing rules will be replaced with imported/copied rules
- Rubrics
- Settings
 - Banner Image
 - Course Guest Access
 - Course Observer Access
 - Duration

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6. Click **“Submit”**

4. Submit

Click Submit to proceed. Click Cancel to quit.



7. You will see the “Success: This action has been queued...” message appear at the top of your screen. The length of time will vary based on the size of the file that is being generated. When the package is complete, an email alert is sent to the Instructor.

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

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](#)

8. We usually recommend clicking on the **“Export/Archive Course”** option under “Packages and Utilities” in the Course Management area every few minutes until you see the file listed. Alternatively, users can wait until after the email is received.

Export/Archive Course

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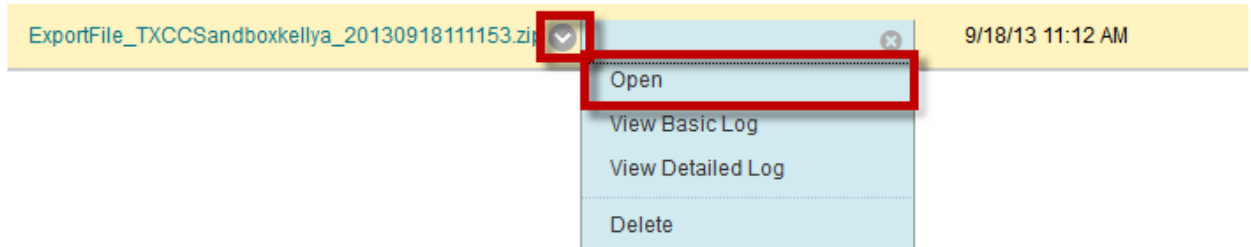
Export Package	Archive Course	Export Common Cartridge Package

File Name	Date Created
ExportFile_TXCCSandboxkellya_20130918111153.zip	9/18/13 11:12 AM

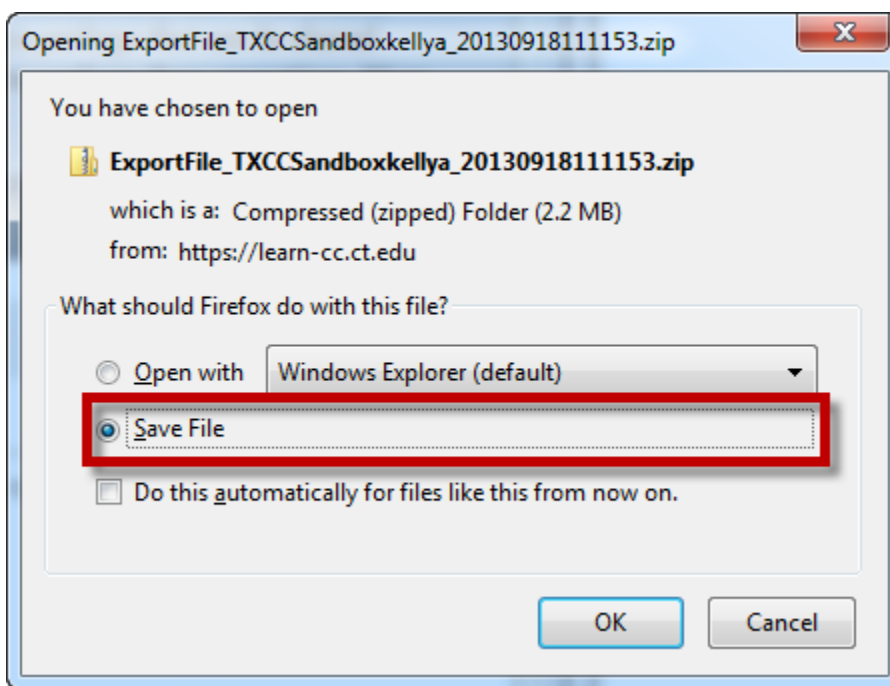
Displaying 1 to 1 of 1 items | [Show All](#) [Edit Paging...](#)

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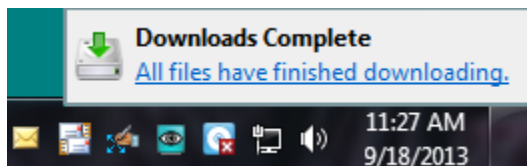
- When you see the file listed, hover over the file until you see the action link or contextual menu arrow appear. Click on the arrow and choose **“Open.”**



- Choose **“Save File”** and refer to the Browser specific information that follows.

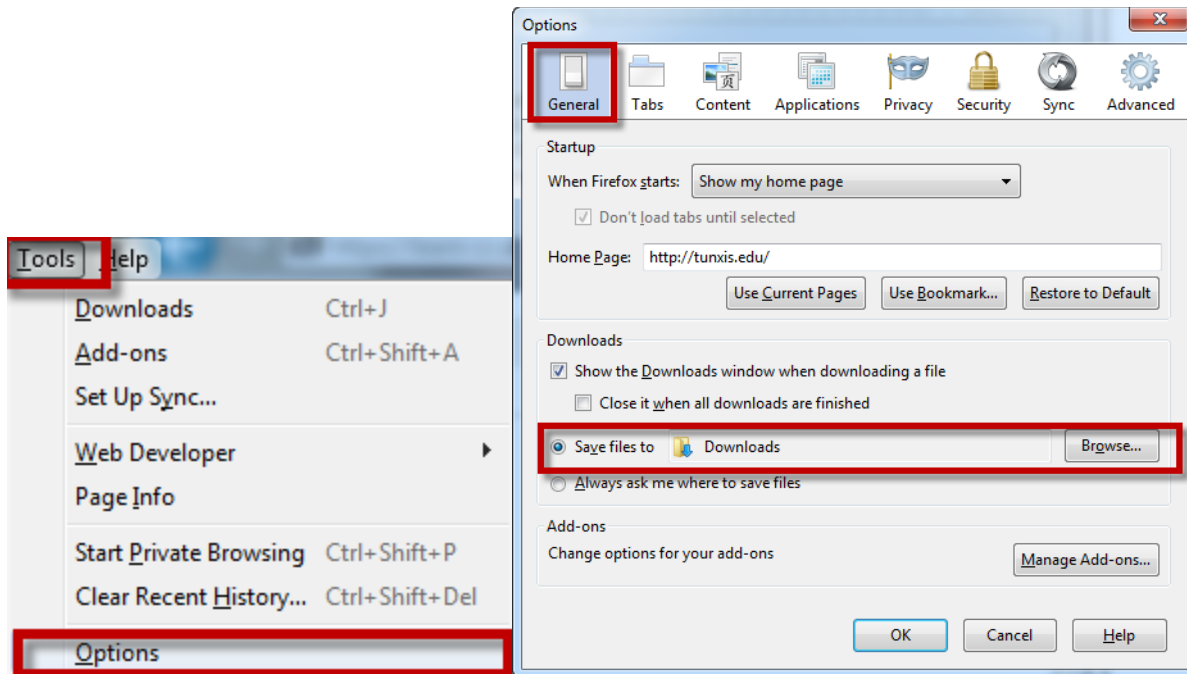


Firefox users will likely see a small **“Downloads Complete”** window appear in the lower right hand side of their task bar. The default location for downloads is where the file will be saved.

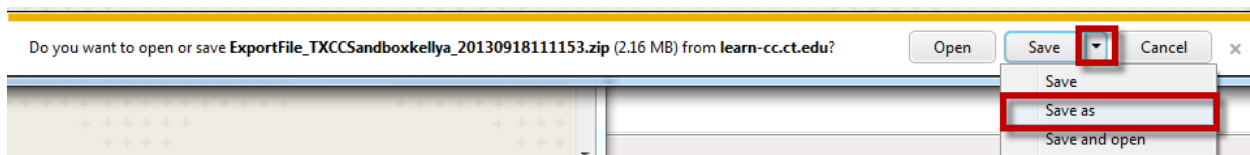


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(If you are not familiar with where your Firefox browser is saving downloads you can go to **“Tools > Options > General”** and specify the location of choice for all of your Downloads.)



Internet Explorer users will likely see a window appear in the lower portion of their window. You will need to choose “Save as” to identify the location on your computer that you want this file to be save to.



11. You’re done!

NOTE: Do not unzip an Export package or remove files from the package, otherwise the package will not import correctly.