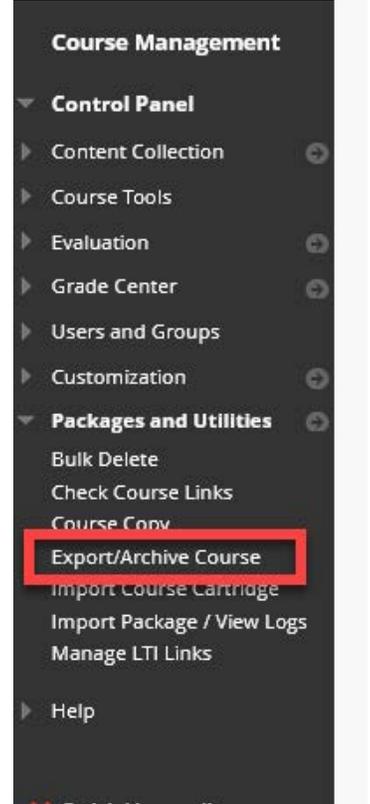


Exporting Blackboard Courses

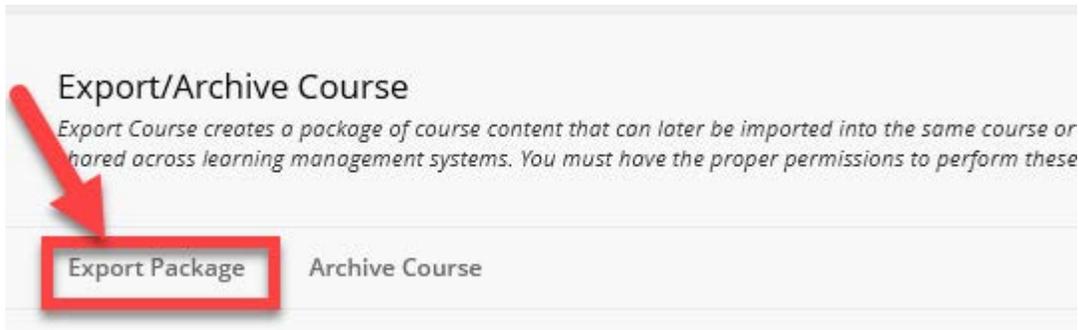
When you export your course, you download to your computer only those areas and settings of your Bb section you want to save. Exports do not save enrollments, course statistics or grades. Export files can be imported into a new Bb section at a later time.

Part A: Exporting Content from the Source Course

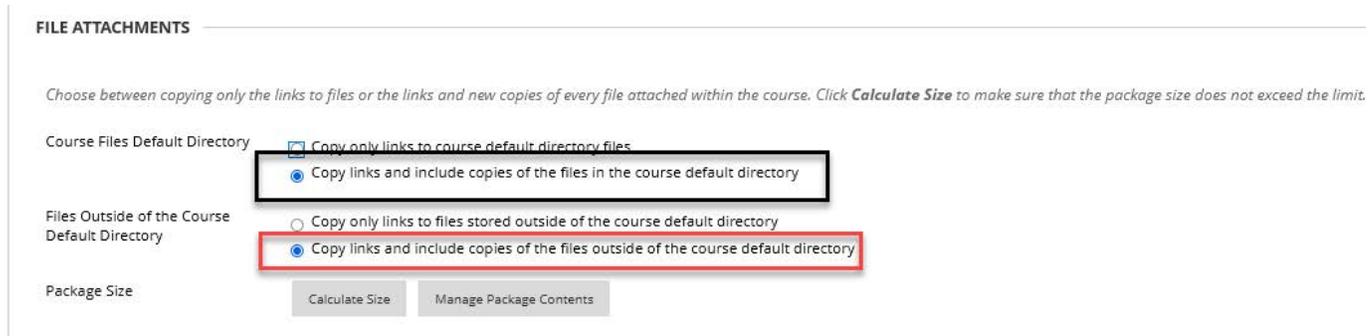
Step 1: Select **Export/Archive Course** from the **Packages and Utilities** area of the control panel in the source course (the section with the material in it you want to save).



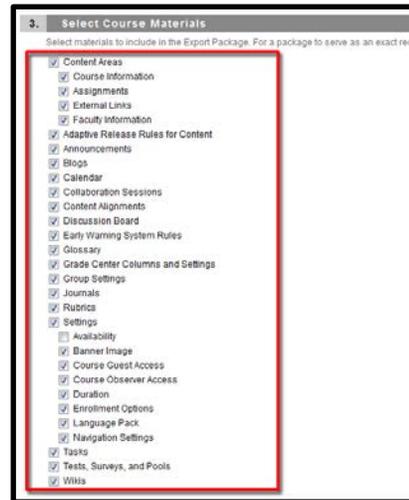
Step 2: Click on Export Package from the Export/Archive Course screen.



Step 3: Under section 2 “**File Attachments**” of the Export Screen, choose the second selection (default) for each option. Failing to select these two will cause permission errors when students try accessing file attachments.



Step 4: Select the areas and settings you want to export and click **Submit**. We recommend you select everything so you have a complete export file. You can be selective about what is imported during the import process.



Step 5: You will receive an email in your UCM email account when the process is complete. Exports can take anywhere from 30 seconds to 5 minutes or more depending on how large your course is.

Step 6: Once the export is finished you will need to download and save the export file. Select **Export/Archive Course** from the **Packages and Utilities** area of the control panel of the source course.

Step 7: You should see the export file listed Under Packages Created Manually on the Export/Archive screen. Click the .zip file link listed to download. The filename will begin with *ExportFile*.

PACKAGES CREATED MANUALLY

 ⓘ The packages will be available for 30 days before they are automatically deleted.

FILE NAME	DATE CREATED	AVAILABLE UNTIL
ExportFile_10_TestVitalSource2021_2104_20230131124453.zip	1/31/23 12:45 PM	3/2/23

Displaying

We suggest you do not remove Export from the .zip file's name. Also avoid modifying the .zip package. You could corrupt the export file and make it unusable.