

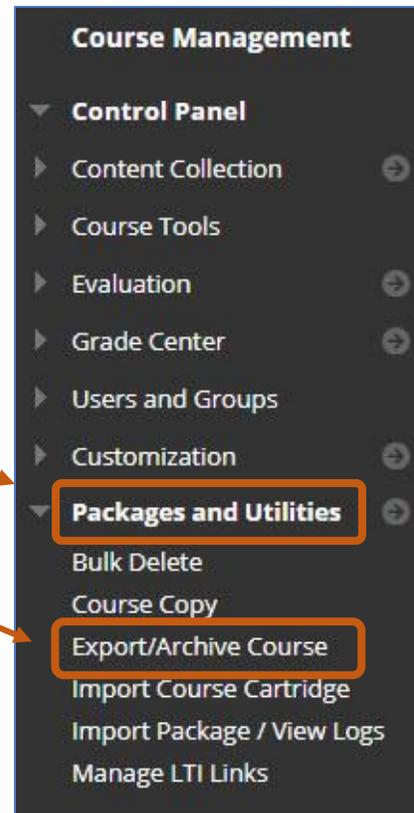
# Blackboard Learn

## Export a Copy of your Course

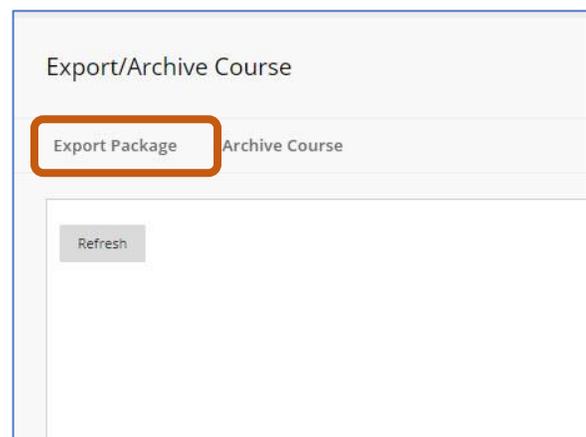
An **export** creates a copy of your course in a .zip file that you can keep as a back-up. It does not include any user interactions and you can select which parts of your course you want to export. This is a good option if you want to re-use your course content or keep a copy of it for future use.

### Create an Export Copy of Your Course

1. From the course you want to archive navigate to **'Packages and Utilities'** in the Course Management section of the Course Menu.
2. Choose **'Export/Archive Course'**.



3. Click on the Export Package tab



## Select Copy Options

4. If you want to include the grade center in your archive, check the box beside "Include Grade Center History"
5. To create copies of files that are linked to, but not stored in, the course, check the option 'Copy links and include copies of the files outside of the course default directory'.

**SELECT COPY OPTIONS**

★ Source Course ID FOH-2019

Include Grade Center History (increases file size and processing time)

**FILE ATTACHMENTS**

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

## Select Course Materials

6. Choose which items you want to copy or choose 'Select All' to copy the entire course.
7. You can 'de-select' items you don't want to copy by clicking the check box beside them.
8. Scroll down and click **submit**
9. You will see a 'Success' message at the top of your course and receive an email when the export is complete.
10. To keep a copy of the archive for your records, go back and redo steps 1 and 2 above and you will now see the export file available to download.

**SELECT COURSE MATERIALS**

Content Areas

Dashboard

Content

Web Links

Adaptive Release Rules for Content

Announcements

Blogs

Calendar

**Export/Archive Course**

Export Package Archive Course

FILE NAME

ExportFile\_Template\_Course\_20201006014026.zip