

# EXPORTING A COURSE



## Using the Export Course Feature in Blackboard Learn

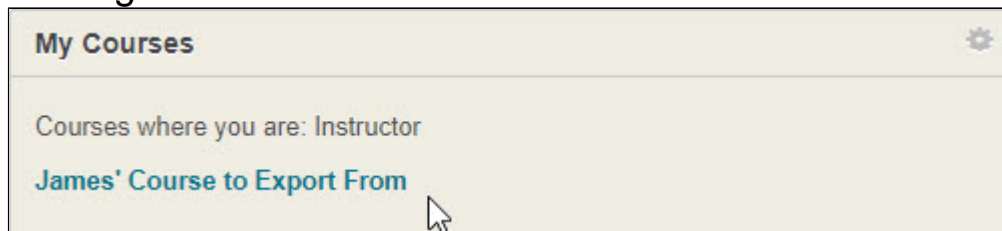
If you are not the instructor of that course where the materials are located, request permission (*in email form*) from the instructor to use a copy of their materials. Forward this email to [blackboard@trcc.edu](mailto:blackboard@trcc.edu) and the Office of Distance Learning Services will enroll you as an instructor in the designated course.

***Please Note: If your course uses a Course Cartridge, you must use Archive Course instead. Exporting will not work.***

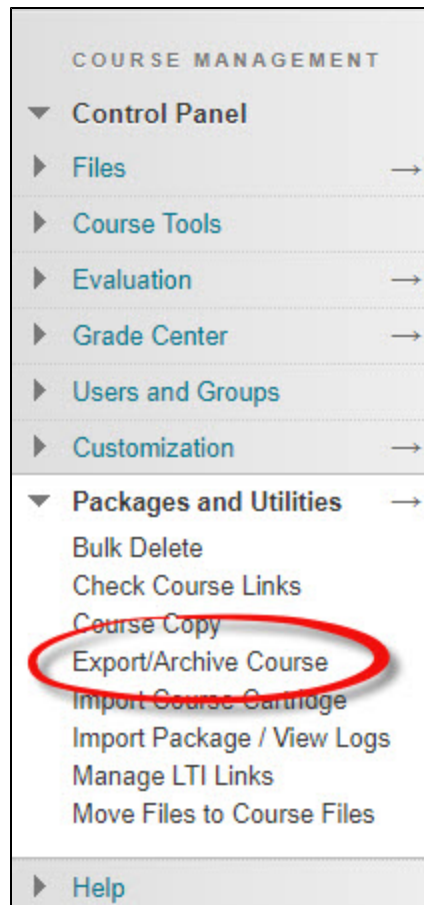
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Let's start by accessing the Blackboard Course where the course materials

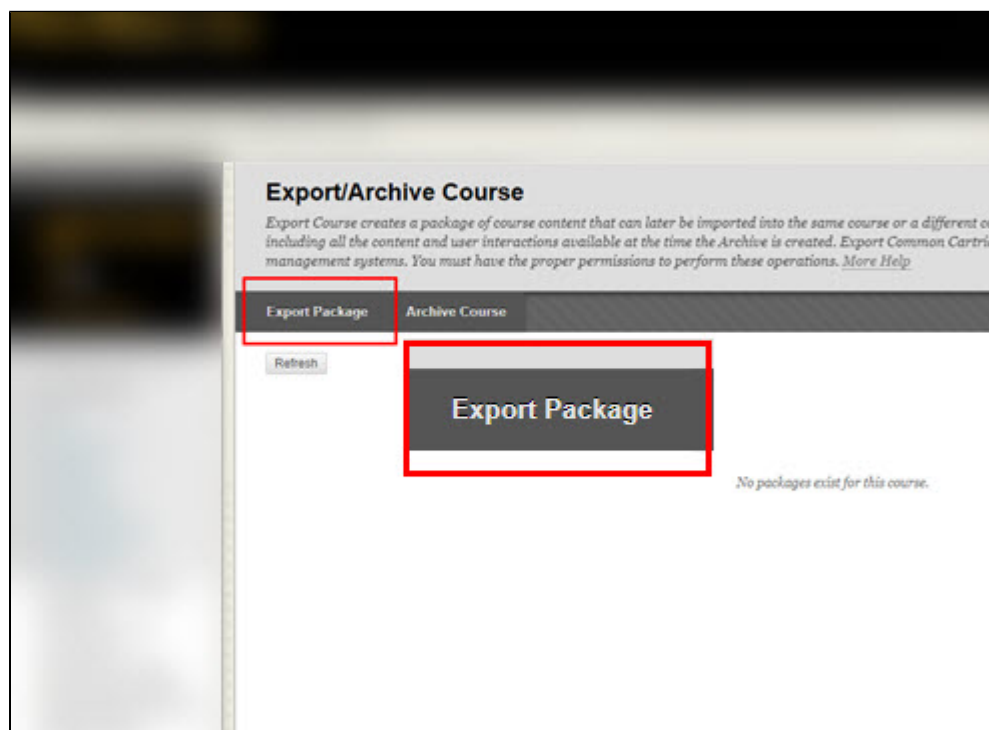
already exist.



Scroll down to the course **Control Panel**, click the arrow next to **Packages and Utilities**, and click **Export/Archive Course**.



Click **Export Package**



Under File Attachments, make sure **Copy links and include copies of the files in the course default directory** and **Copy links and include copies of the files outside of the course default directory** is selected.

**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** if you expect the package size to 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

Click the **Select All** button under Select Course Materials. This will check all boxes required to make an exact copy of your course.

Click the **Submit** button at the bottom of the page.

**SELECT COURSE MATERIALS**

*Select materials to include in the export package. For a full list of materials, click **Manage Package Contents**.*

Content Areas

...

test

Adaptive Release Rules for Content

Announcements

Blogs

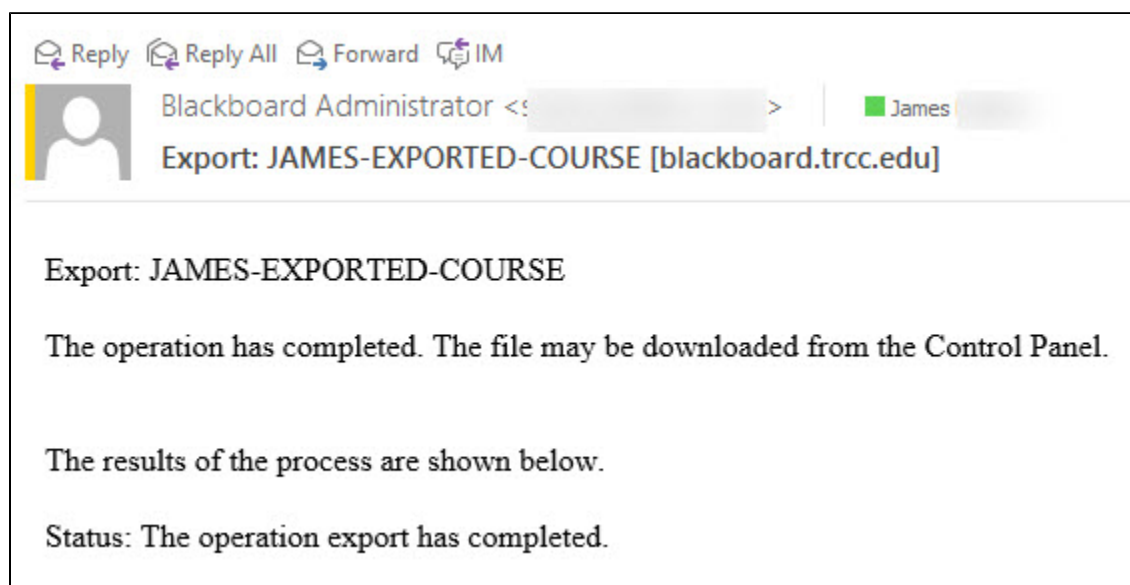
Calendar

You will see the following message pop up at the top of the of the course page indicating that your Export request has been queued and will be completed once other requests made

before yours have been completed. Please be patient as this can take up to 2 hours depending on the file size and number of request ahead of yours.

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

Once the Export request has been completed, you will receive an email like the example below



Once again return to **Export/Archive Course** under **Control Panel** and **Packages and Utilities**. Hit the **Refresh** button if you do not see your exported course file listed. You will then see your exported course for download as a zip file. **Download it but do not unzip it.** It will need to be in that format to be **imported** in the new 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 including all the content and user interactions available at the time the Archive is created. Export Common Cartridge creates a package management systems. You must have the proper permissions to perform these operations. [More Help](#)*

Export Package   Archive Course

Refresh

File Name

ExportFile\_JAMES-EXPORTED-COURSE\_20171127073855.zip

Displaying

ExportFile\_JAMES-EXPORTED-COURSE\_20171127073855.zip

**BACK**

**HOME**