Exporting a Course

The *Export Package* feature creates a .ZIP package of the course content that can later be imported into Blackboard and used to teach another course with that same content. Unlike the Archive Course feature, the *Export Package* feature does not include any student records from the course -- it only includes the course contents.

The *Export Package* feature is useful when course materials will be reused at a later time to teach a new group of students. This is in contrast to the *Archive Course* feature which is useful for preserving course records after it has been taught.

Once the package is created, you should receive an email at your faculty/staff email account. From there, you may open the *Export / Archive Manager* and download the Export package to your computer. Export packages are saved as .ZIP file.

Note: It is important that to keep the Export package intact, i.e., not unzipped, or any files removed it; otherwise the package will not be imported correctly later on.