



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.

BbLearn Guest Course 50

Course Management

- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities**
 - Bulk Delete
 - Check Course Links
 - Course Copy
 - Export/Archive Course**
 - Import Course Cartridge
 - Import Package / View Logs
 - Manage LTI Links

Export/Archive Course

Export Course creates a package of course content that can later be imported into the different course. Archive Course creates a permanent record of a course including all user interactions available at the time the Archive is created. Export Common Cartridge package that can be shared across learning management systems. You must have the permissions to perform these operations. [More Help](#)

Export Package Archive Course Export Common Cartridge

Refresh

No packages exist for this course.

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.