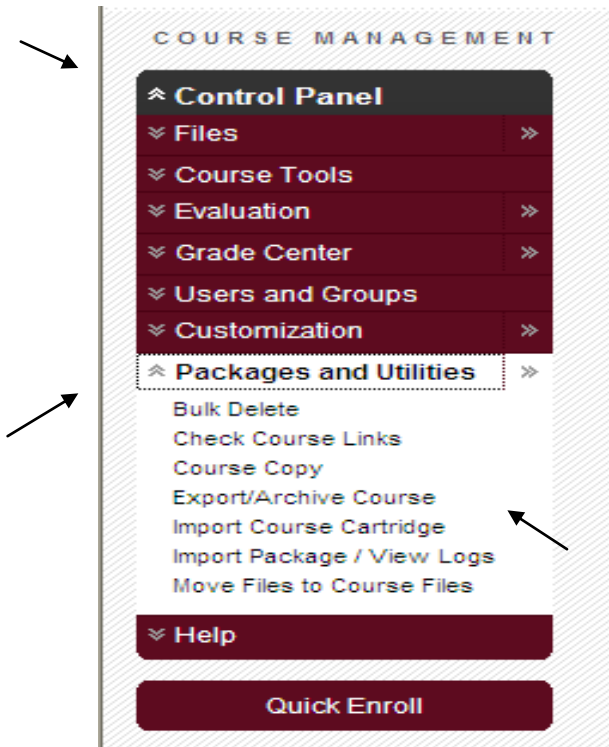


## How to Export a Course in Blackboard:

1. Inside the course to be exported click on **Control Panel** and then **Packages and Utilities**



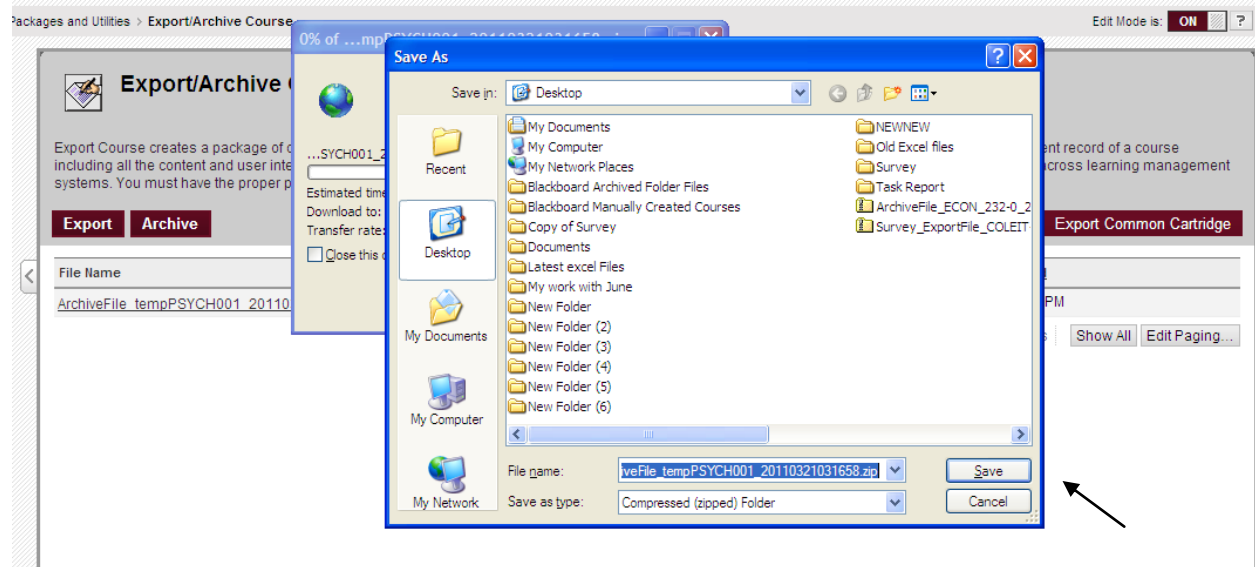
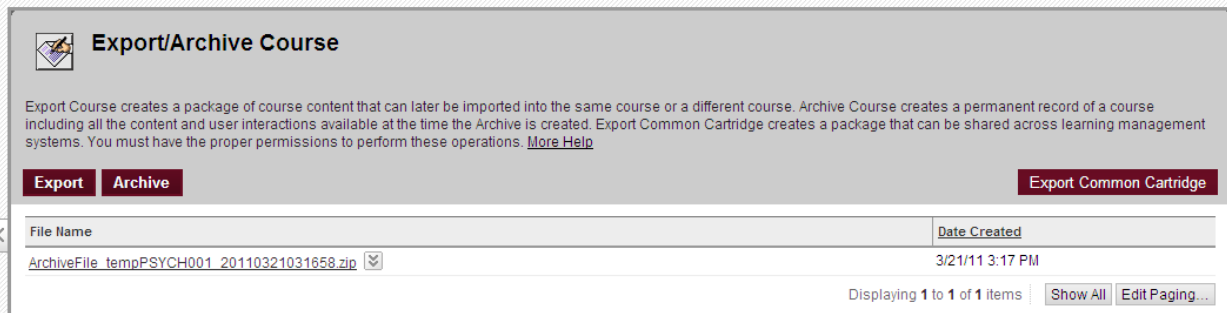
2. Under **Packages and Utilities** click on **Export/Archive Course**

3. Select from the options: calculate **course size**, **Manage Package Contents** and select **Course Materials** to be exported. Click **Submit**

The screenshot shows the 'Export/Archive Course' wizard. Step 1: Select Copy Options (Source Course ID: tmp\_AJ501). Step 2: Course Files (Calculate Size, Manage Package Contents). Step 3: Select Course Materials (Content Areas, Syllabus, Course Content, Assignments, Quizzes/Exams, External Links, Adaptive Release Rules for Content, Announcements). Arrows point to the 'Calculate Size' and 'Manage Package Contents' buttons, and the 'Select Course Materials' section.

4. Wait for a few minutes and you will receive an email saying the **Course Export** is complete

5. Go back to **Packages and Utilities** and click on **Export/Archive Course** in the course you are exporting and the **Course Export Document** will appear on the list



6. Click on your file and **Save** it to a place of your choice. You have successfully **Exported** your course.