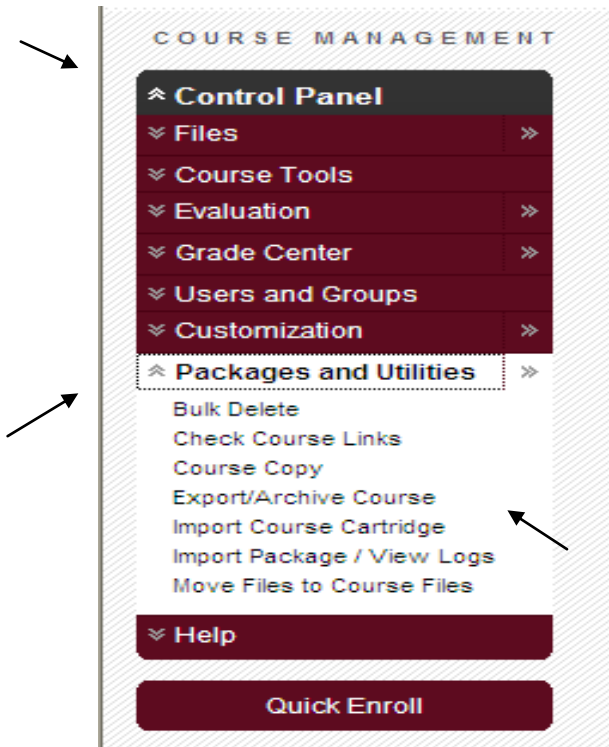


## How to Export a Course in Blackboard:

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' form. It has three sections: 1. Select Copy Options, 2. Course Files, and 3. Select Course Materials. The 'Calculate Size' and 'Manage Package Contents' buttons are visible in the 'Course Files' section. The 'Submit' button is visible at the top right. Arrows point to the 'Submit' button, the 'Calculate Size' button, and the 'Select Course Materials' section.

1. Select Copy Options  
★ Source Course ID tmp\_AJ501

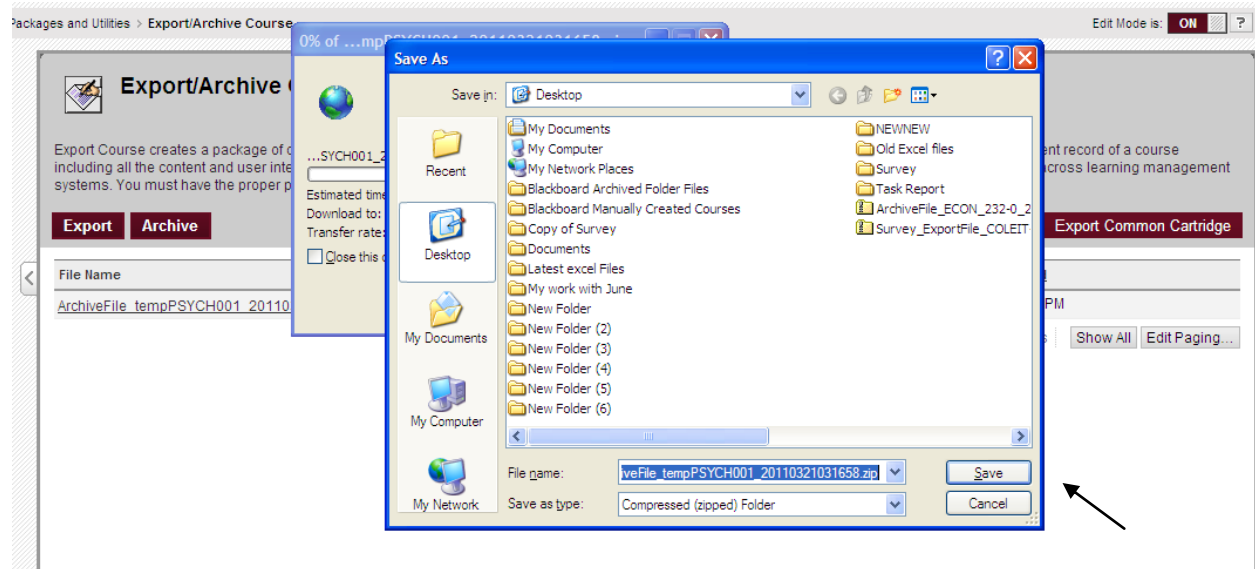
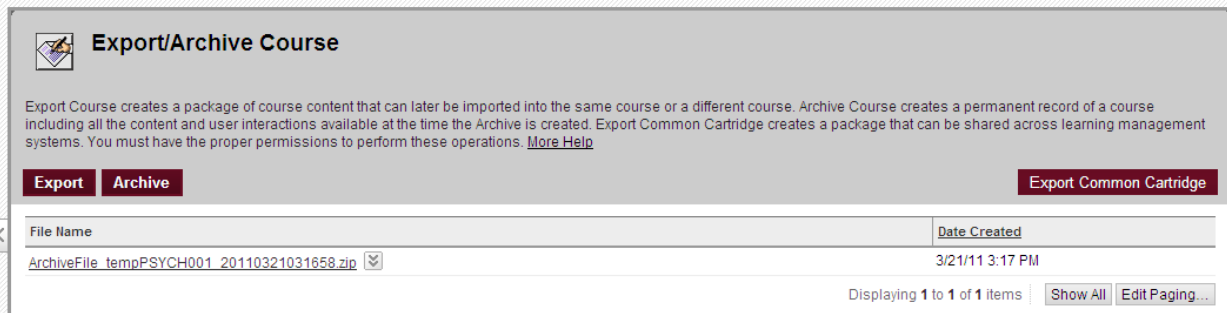
2. Course Files  
Click Calculate Size to make sure that the package size does not exceed the limit.  
Package Size Calculate Size Manage Package Contents

3. Select Course Materials  
Select materials to include in the Export Package. For a package to serve as an exact record, including user records, use Archive instead of Export.

- Content Areas
  - Syllabus
  - Course Content
  - Assignments
  - Quizzes/Exams
  - External Links
- Adaptive Release Rules for Content
- Announcements

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.