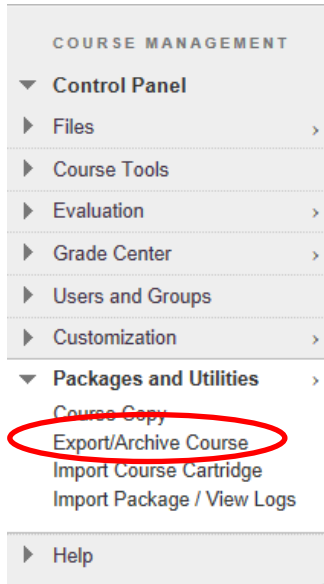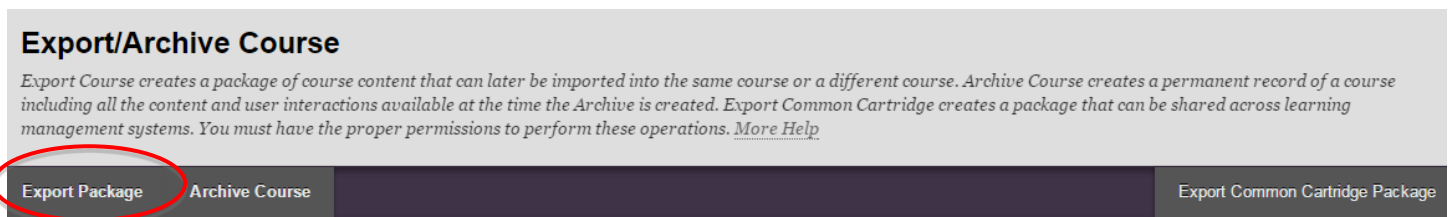**Packages and Utilities: Export Course**

The **Export Course** feature creates a package of the course content that can be stored for safekeeping or later be imported into *Blackboard* and used to teach another course with the same content. This is not the same nor does it replace the Course Copy feature. It is important to note that **Export Course does not include any user information with the course**—it only includes the content of the Course. Therefore, Export Course is useful when course materials will be reused later to teach a new set of students. **This back up cannot be edited outside of Blackboard.**

Step 1: Click on the **PACKAGES AND UTILITIES** link from your control panel and then click the **EXPORT/ARCHIVE COURSE** link.

Step 2: Selecting **EXPORT** will prompt you to choose what course materials areas you wish to save and click the **SUBMIT** button.

Step 3: Click on each box you wish to save and that will place a checkmark inside. You can also click on "Select All." **NOTE: NO STUDENT INFORMATION WILL BE SAVED IN THE EXPORT.**

Step 4: Revisit the Export area in a few minutes and if the process is complete a **"ZIP"** file will be visible. Note: this process could take up to 10 minutes, depending on how much content is in your course. You can click on the Refresh button to check to see if it's ready.

Step 5: Click on the **ZIP** file and **SAVE** it to your computer.