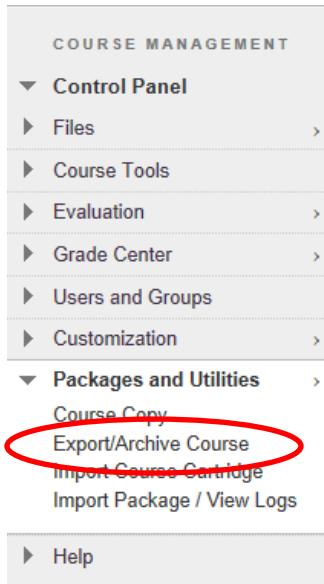


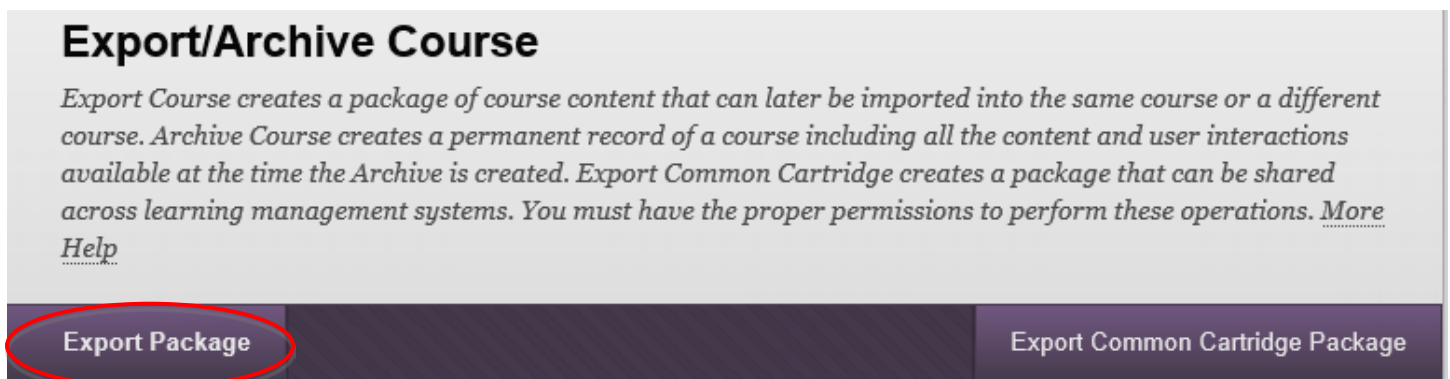
## Packages and Utilities: Export/Archive Course

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. **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.

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