## Export Blackboard Course to your Desktop

Step 1: Go to the course you would like to export to your Desktop

## Step 2: Select Packages and Utilities/Export/Archive Course:



Step 3: Choose Export Package:

## **Export/Archive Course**

Export Course creates a package of course content that can later be imported record of a course including all the content and user interactions available that can be shared across learning management systems. You must have the

**Export Package** 

Archive Course

**Step 4:** Leave the selections for "**Select Copy Options**" and click on Select All for "**Select Course Materials**" and then click **Submit**:

SELECT COPY OPTIONS		
* Source Course ID		
BB_Ready		
EU E ATTACHMENTS		
Choose between copying only the links to files or the links and new copies of every file a	tached within the course. Click <b>Calculate Size</b> to make sure that the	
package size does not exceed the timit.		
Course Files Default Directory		
Copy only links to course default directory files		
Copy links and include copies of the files in the course default directory		
Files Outside of the Course		
Conv only links to files stored outside of the course default directory.		
Copy links and include copies of the files outside of the course default directory		
Package Size		
Calculate Size Manage Package Contents		
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.		
$\frown$		
Select All Unselect All		
Content Areas		
Course Instructions		
Course Materials		
Adaptive Release Rules for Content		
Announcements		
Blogs		
Calendar		
Contacts		
Content Alignments		

After a few minutes, click on the **Refresh** button and you will see a **.zip file**.



Discussion Board
Click Submit to proceed.

Cancel

Submit

**Step 5:** Right click on the **.zip file** and choose **Save Link As**...Choose your **Desktop** or a **Thumb Drive**. This is the file that can be imported into Canvas.

File Name	
ExportFile BB Beady 2019	Open Link in New Tab Open Link in New Window
	Open Link in Incognito Window
	Save Link As
	Copy Link Address