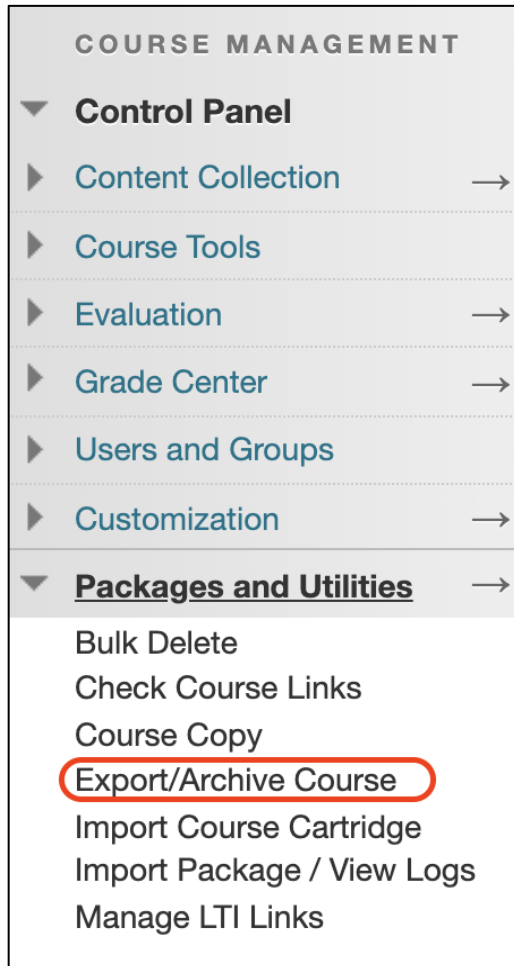


## Export Blackboard Course to your Desktop

**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:**



**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

**FILE ATTACHMENTS**

Choose between copying only the links to files or the links and new copies of every file attached within the course. Click **Calculate Size** to make sure that the package size does not exceed the limit.

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 Default Directory

☐ Copy 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

**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

- ☒ Course Instructions
- ☒ Course Materials

☒ Adaptive Release Rules for Content

☒ Announcements

☒ Blogs

☒ Calendar

☒ Contacts

☒ Content Alignments

☒ Discussion Board

Click **Submit** to proceed.

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

**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.

