



Exporting Your Blackboard Courses

Blackboard courses remain on the server for one year after the end of the semester in which they are taught. If you wish to have access to your Blackboard courses after that time (e.g., to reuse course material), you can save copies of the courses on your local computer using Blackboard's **Export** tool. Exporting a course creates a **course package** – a .zip file on your computer that can be retrieved by importing it into new course on Blackboard or by using a tool called [bFree](#).

IMPORTANT NOTES:

- If you wish to reuse content from a course that is currently on the Blackboard server, you can use the **Course Copy** tool (see document “[Copying materials from a previous course](#)”).
- Content from exported courses cannot be viewed directly by unzipping the compressed file.
- The exported course may contain course materials and settings (depending on the options selected upon export), but will not contain student work or records.
- Exporting a course does not remove it from the Blackboard server.

NOTE: The **Archive** tool can also be used to save Blackboard courses. Archiving a course creates a more complete record, including student work and **Grade Center** data; however, archive files can be large and difficult to access. We therefore recommend using the **Export** tool under most circumstances. Archive files are routinely created by CIS, but may not be immediately accessible by Hunter staff. For more information about the **Archive** tool, contact Hunter’s Blackboard support group at bb@hunter.cuny.edu.

How to Export a Course

Overview of Steps for Exporting

Below are the basic steps for exporting a Blackboard course and accessing the exported content. These steps are detailed in the sections that follow.

1. Go to the control panel and select **Export Course** to access the Export/Archive Manager and create a downloadable **course package** (a .zip file containing the exported course).
2. Go to the **Export/Archive Manager** and download the **course package**.
3. Remove the **course package** from the **Export/Archive Manager**.
4. a) View (and re-deploy) the exported content using the **bFree** tool OR b) Keep the **course package** on your computer or USB drive for **import** into another Blackboard course. **NOTE:** You can also use the Course Copy tool to copy course materials from one course to another if both courses are on the Blackboard server.

Detailed Steps for Exporting

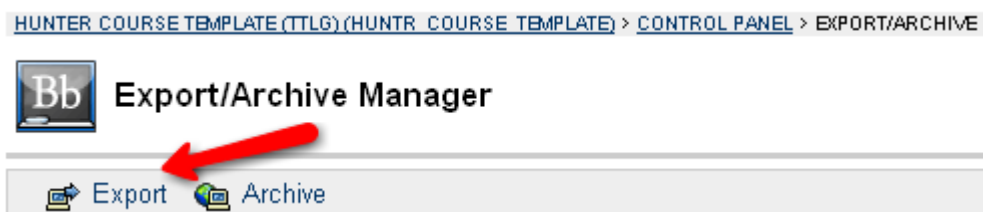
1. Go to the control panel and select **Export Course**.

Follow these steps to create a downloadable **course package** (a .zip file containing the exported course):

- i. Go to the **Control Panel** of the course you wish to export and select **Export Course**.



- ii. You will see the **Export/Archive Manager** page. Click the **Export** button at the top of the page.



- iii. You will then be prompted to select the course materials and course settings that you wish to export. The most commonly used options, and their behavior when selected, are listed in the table below. **NOTE:** We generally recommend that you export all course materials and settings. You have the option to selectively import course materials and settings when you import the file into a new Blackboard course.

Course Material	Behavior when Exported
Content	Course materials, including uploaded files, Learning Units , and links, are exported. You may choose to export all content or select specific content areas, such as Course Information, Course Materials, or Assignments, from which to export course materials.
Announcements	All Announcements are exported.
Discussion Board	Discussion Board forums, including the initial message in each thread, are exported. Note: Messages other than the initial message in each thread are not exported.
Grade Center Columns and Settings	Items in the Grade Center and their settings, such as type, categories, and display options, are exported.

Group Settings	Group names, settings for group tool availability, and the Discussion Board forum names within each group are exported.
Settings	Some course settings are exported (see list below).
Staff Information	All Staff Information is exported.
Tests, Surveys, and Pools	All Tests and Surveys , including questions and options for deploying them, are exported. All Pools are exported.

NOTE: When **Settings** is selected, the following course settings are exported:

- Course Name
- Course Description
- Course Entry Point
- Course Design
- Course Banner
- Blackboard Tools
- Building Block Tools
- Content Tools
- Course ID
- Course Availability
- Guest Access
- Observer Access
- Course Duration
- Enrollment Options

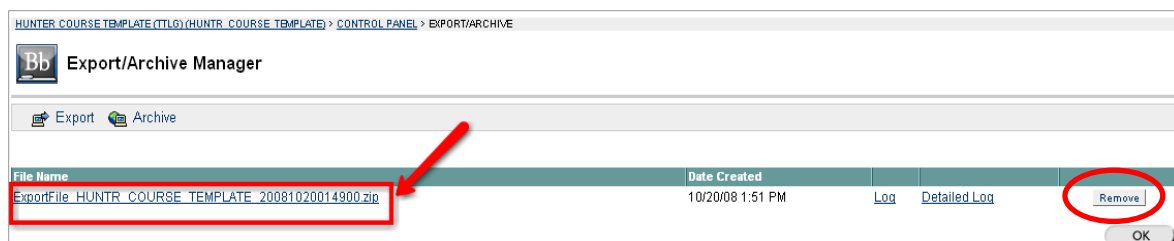
iv. Once you have selected the items to export, click the **Submit** button, then click **OK**. An email will be sent to your Hunter email account (or the email account that is listed for you in Blackboard) when the **course package** containing the exported course is ready to be downloaded.

2. Go to the **Export/Archive Manager** and download the **course package**

The **course package** is a .zip file containing the exported course. The **Export/Archive Manager** displays a list of **course packages** that have been created. **NOTE:** When a course is exported, the **course package** may not appear on the **Export/Archive Manager** page immediately. You may need to refresh your browser page or go back to the control panel and open the **Export/Archive Manager** page again to find and download the course package.

Download the course package to your local computer by following these instructions:

- i. Go back to the **Export/Archive Manager** page by selecting **Export Course** from the control panel.
- ii. You will see a link to a .zip file containing the **course package** (the exported course files). Save the file to your computer by right-clicking on the file (control-click on the Mac) and selecting **Save Target As**.



3. Remove the **course package** from the **Export/Archive Manager**.

Once you have downloaded the **course package** to your local machine, click on the **Remove** button on the right hand side to remove the package from the **Export/Archive Manager** page.

4. The files in the **course package** cannot be viewed directly by unzipping the downloaded .zip file. The files may be viewed using a free tool called **bFree** or the .zip file may be imported into a new Blackboard course shell.

a) **View the exported content using the bFree tool**

[bFree](#) is a tool available at no cost from the University of North Carolina. **bFree** creates a web site or folder hierarchy on your local computer using the content you exported from Blackboard. More information is available in our "[About bFree](#)" document.

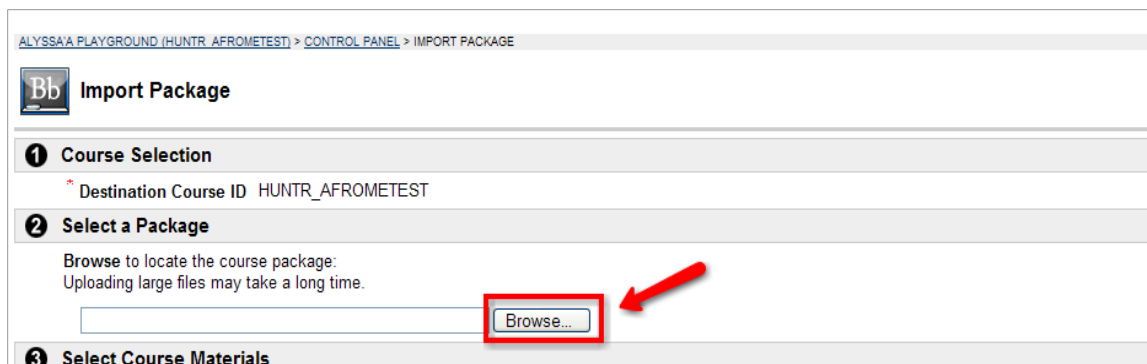
b) **Keep the course package on your computer or USB drive for import into another Blackboard course.**

The course package may be imported into a new Blackboard course shell by following these instructions:

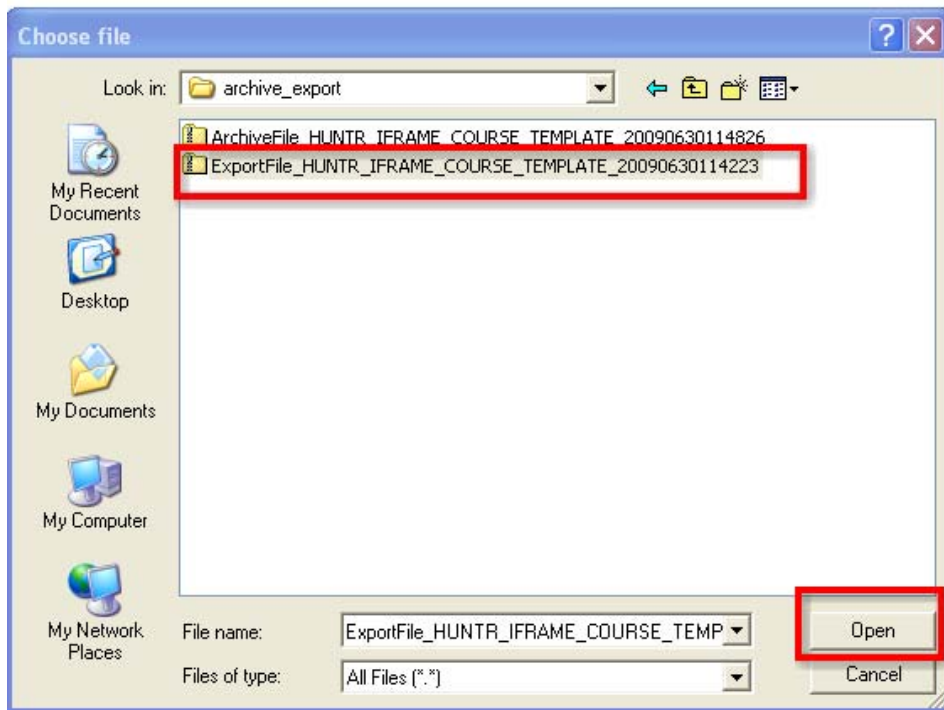
- i. Go to the **Control Panel** of the course you wish to export and select **Import Package**.



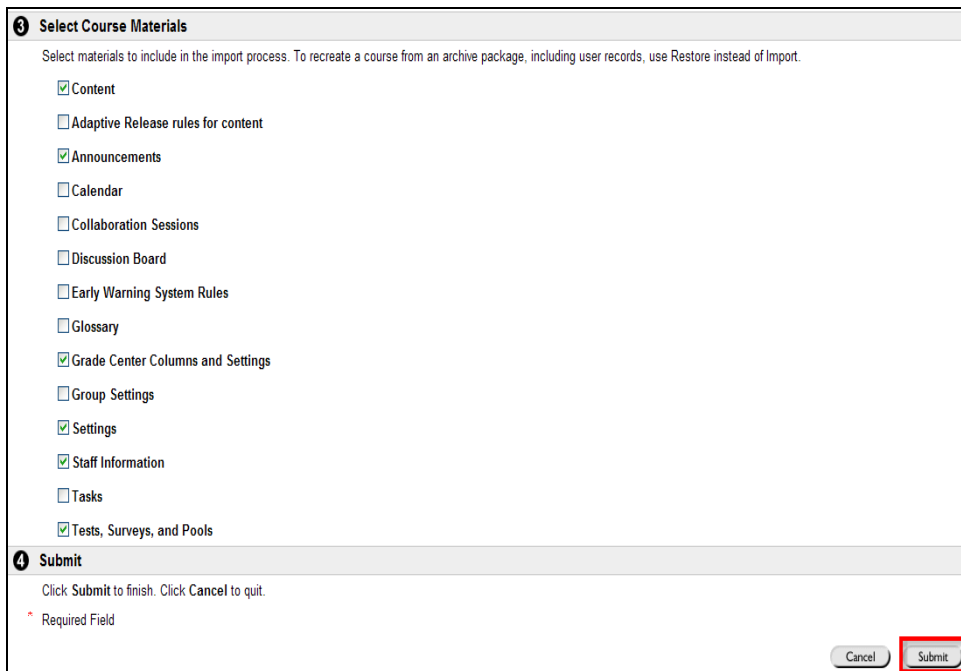
- ii. Click on **Browse** to locate the Export .Zip file that you saved when you exported your course.



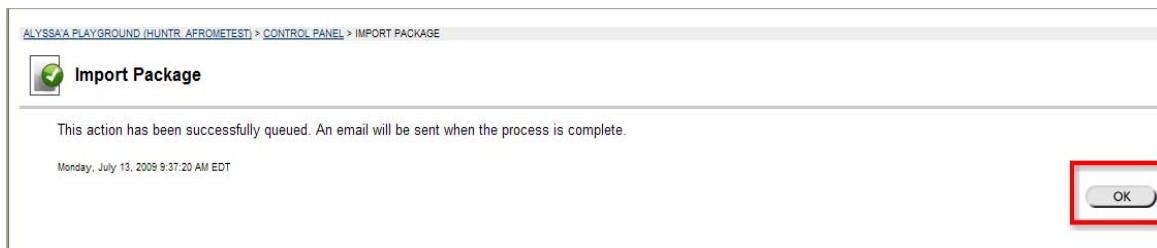
iii. Select the file you wish to import and click on **Open**.



iv. Select the items you wish to import by clicking the corresponding check box. When you are done, click the **Submit** button.



- v. You will see a confirmation screen that your course has accepted the **Import Package**



- vi. You will receive an email when the import process has been completed.

If you have further questions or need assistance, please email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) (C104 Hunter North) at 212-650-3358.