

# 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. 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](mailto: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 **Packages and Utilities** then click **Export/Archive Course** to access the Export/Archive Manager.
2. You will now have the option to select **Export Package** or **Archive Course**.



- Once you click **Export Package**, you will be given the option to choose between copying only the links to files or the links and new copies of every file attached within a course. You can also calculate the size of your course. This is to make sure that the package size does not exceed the limit.

### 2. 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 Calculate Size Manage Package Contents

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Package Size ➔ Allowed package size: Unlimited  
38.9 MB Manage Package Contents

- The **Manage Pack Content** button gives you the ability to remove files that you do not want to export, to bring down the size of the package.

Package Size Calculate Size Manage Package Contents

- Select the check box next to any of the files you would like to remove from your package. Above, the size will reflect the size of your package as you select files to remove. Be sure to click **Submit** in the bottom right corner of the screen.

<input type="checkbox"/>	Type	Name ▲	Versions	Last Modified	Size
<input checked="" type="checkbox"/>	PDF	._baker_chap_10.pdf	Off	Nov 26, 2013 8:10:07 PM	1 KB
<input checked="" type="checkbox"/>	PDF	._baker_chap_12.pdf	Off	Nov 26, 2013 8:10:08 PM	1 KB
<input checked="" type="checkbox"/>	PDF	._baker_chap_8.pdf	Off	Nov 26, 2013 8:10:08 PM	1 KB
<input checked="" type="checkbox"/>	PDF	._Brisk_Defining_Success(1).pdf	Off	Nov 26, 2013 8:10:09 PM	1 KB
<input checked="" type="checkbox"/>	PDF	._class10_multicultural_ed.pdf	Off	Nov 26, 2013 8:10:10 PM	1 KB
<input checked="" type="checkbox"/>	PDF	._class11_parents.pdf	Off	Nov 26, 2013 8:10:10 PM	1 KB
<input checked="" type="checkbox"/>	PDF	._class11_translanguaging.pdf	Off	Nov 26, 2013 8:10:11 PM	1 KB

Removed Files: 0 Cancel Submit

6. Next, you will have the option to select which course materials you would like to export with your course. If you would like to select a material, check off the box to the left of the course material.

3. **Select Course Materials**

Select materials to include in the export package. For a package, you can select all or none of the materials to include in the export package.

Select All Unselect All

- Content Areas
  - Course Information
  - Course Materials
  - Faculty Support
  - Student Support
  - Assignments
  - EXAMPLE
  - Exams
- Adaptive Release Rules for Content
- Announcements
- Blackboard Collaborate Voice Authoring
- Blackboard Collaborate Voice Board
- Blackboard Collaborate Voice Podcaster
- Blackboard Collaborate Voice Presentation
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Content Alignments
- Discussion Board
  - Include starter posts for each thread in each forum (anonymized)
  - Include only the forums, with no starter posts

7. Click Submit on the bottom right corner of your screen.

4. **Submit**

Click Submit to proceed. Click Cancel to quit.

Cancel Submit



8. A green box will appear at the top of your screen to let you know that your export was successful.

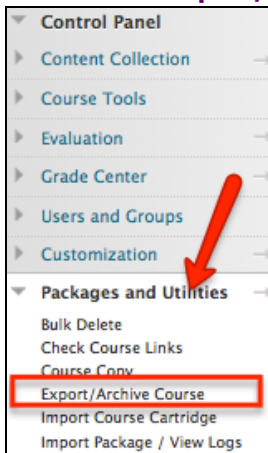
Success: This action has been queued. An email will be sent when the process is complete.

## Detailed Steps for Exporting

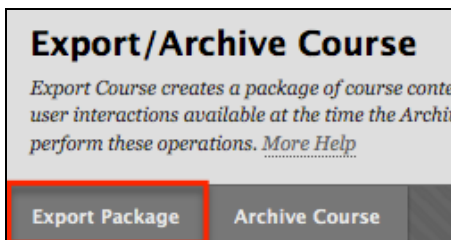
### 1. Go to the control panel and select **Packages and Utilities**.

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, click **Packages and Utilities** then select **Export/Archive Course**.



- ii. You will see the **Export/Archive** 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 Areas	Course materials, including uploaded files, <b>Learning Units</b> , 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 <b>Announcements</b> are exported.

Discussion Board	<b>Discussion Board</b> forums, including the initial message in each thread, are exported. <b>Note:</b> Messages other than the initial message in each thread are not exported.
Grade Center Columns and Settings	Items in the <b>Grade Center</b> and their settings, such as type, categories, and display options, are exported.
Group Settings	Group names, settings for group tool availability, and the <b>Discussion Board</b> forum names within each group are exported.
Settings	Some course settings are exported (see list below).
Tests, Surveys, and Pools	All <b>Tests</b> and <b>Surveys</b> , including questions and options for deploying them, are exported. All <b>Pools</b> 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

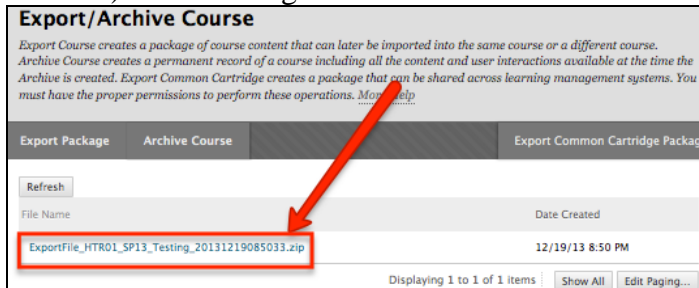
iv. Once you have selected the items to export, click the **Submit** button, then click **OK**. An email will be sent to your Hunter email account (or the email account that is listed for you in Blackboard) when the **course package** containing the exported course is ready to be downloaded.

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

The **course package** is a .zip file containing the exported course. The **Export/Archive** page 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** page immediately. You may need to refresh your browser page or go back to the control panel and open the **Export/Archive** page again to find and download the course package.

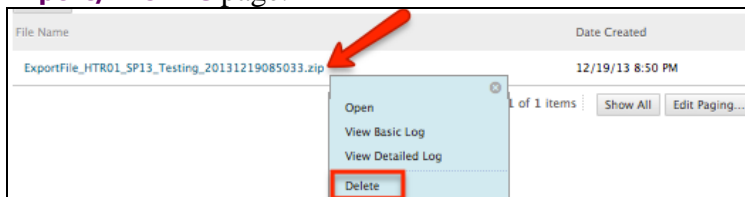
Download the course package to your local computer by following these instructions:

- i. Go back to the **Export/Archive** 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 Link As**.



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

Once you have downloaded the **course package** to your local machine, click on the **arrow** button on the right hand side and below that choose **Delete** to remove the package from the **Export/Archive** 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.**

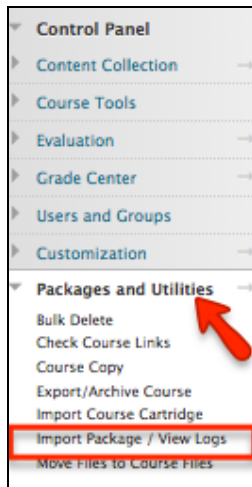
a) **View the exported content using the bFree tool**

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.

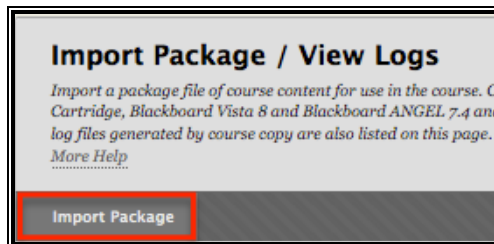
b) **Keep the course package on your computer or USB drive for import into another Blackboard course.**

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/View Logs**.



- ii. Click on The **Import Package** button.



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



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

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

<ul style="list-style-type: none"><li><input type="checkbox"/> Content Areas<ul style="list-style-type: none"><li><input type="checkbox"/> Course Information</li><li><input type="checkbox"/> Course Materials</li><li><input type="checkbox"/> Faculty Support</li><li><input type="checkbox"/> Student Support</li><li><input type="checkbox"/> EXAMPLE</li><li><input type="checkbox"/> Assignments</li><li><input type="checkbox"/> Exams</li></ul></li><li><input type="checkbox"/> Adaptive Release Rules for Content</li><li><input type="checkbox"/> Announcements</li><li><input type="checkbox"/> Blackboard Collaborate Voice Authoring</li><li><input type="checkbox"/> Blackboard Collaborate Voice Board</li><li><input type="checkbox"/> Blackboard Collaborate Voice Podcaster</li><li><input type="checkbox"/> Blackboard Collaborate Voice Presentation</li><li><input type="checkbox"/> Blogs</li><li><input type="checkbox"/> Calendar</li><li><input type="checkbox"/> Collaboration Sessions</li><li><input type="checkbox"/> Contacts</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Content Alignments</li><li><input type="checkbox"/> Discussion Board<ul style="list-style-type: none"><li><input checked="" type="radio"/> Include starter posts for each thread in each forum (anonymized)</li><li><input type="radio"/> Include only the forums, with no starter posts</li></ul></li><li><input type="checkbox"/> Glossary</li><li><input type="checkbox"/> Grade Center Columns and Settings</li><li><input type="checkbox"/> Group Settings</li><li><input type="checkbox"/> Journals</li><li><input type="checkbox"/> Retention Center Rules</li><li><input type="checkbox"/> Rubrics</li><li><input type="checkbox"/> Settings<ul style="list-style-type: none"><li><input type="checkbox"/> Availability</li><li><input type="checkbox"/> Banner Image</li><li><input type="checkbox"/> Course Guest Access</li><li><input type="checkbox"/> Course Observer Access</li><li><input type="checkbox"/> Duration</li><li><input type="checkbox"/> Language Pack</li><li><input type="checkbox"/> Navigation Settings</li></ul></li><li><input type="checkbox"/> Tasks</li><li><input type="checkbox"/> Tests, Surveys, and Pools</li><li><input type="checkbox"/> Wikis</li></ul>
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You will see a confirmation screen that your course has accepted the **Import Package**

**Success: This action has been queued. An email will be sent when the process is complete.**

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

If you have further questions, faculty members can email [bb@hunter.cuny.edu](mailto:bb@hunter.cuny.edu) or contact the [Technology Resource Center](#) at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or [studenthelpdesk@hunter.cuny.edu](mailto:studenthelpdesk@hunter.cuny.edu).