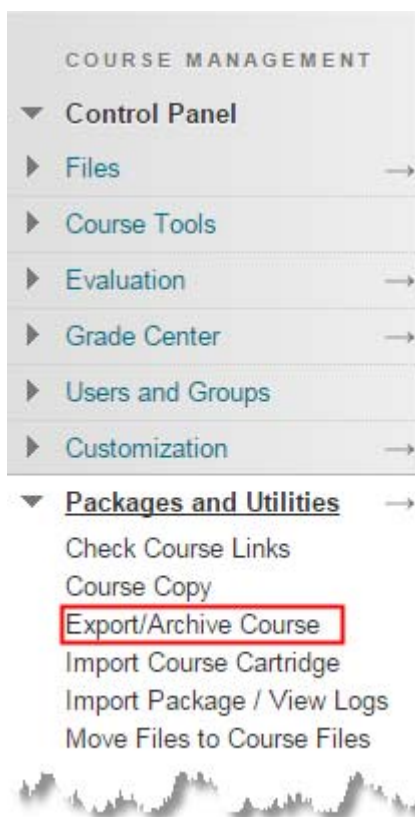


## Export Course Packages

The **Export Course** feature in Blackboard Learn 9.1 allows instructors to download a copy of their courses. This method is often used in order to give another instructor a copy of your content. The exported packages can also be used by an instructor to copy content from his/her one course to another course.

In the tutorial below, you will **learn how to Export Course (package) and its File Structure (package) from a course**.

1. Login to the course you want to export.
2. Under the Control Panel, expand Packages and Utilities section and click Export/Archive Course.

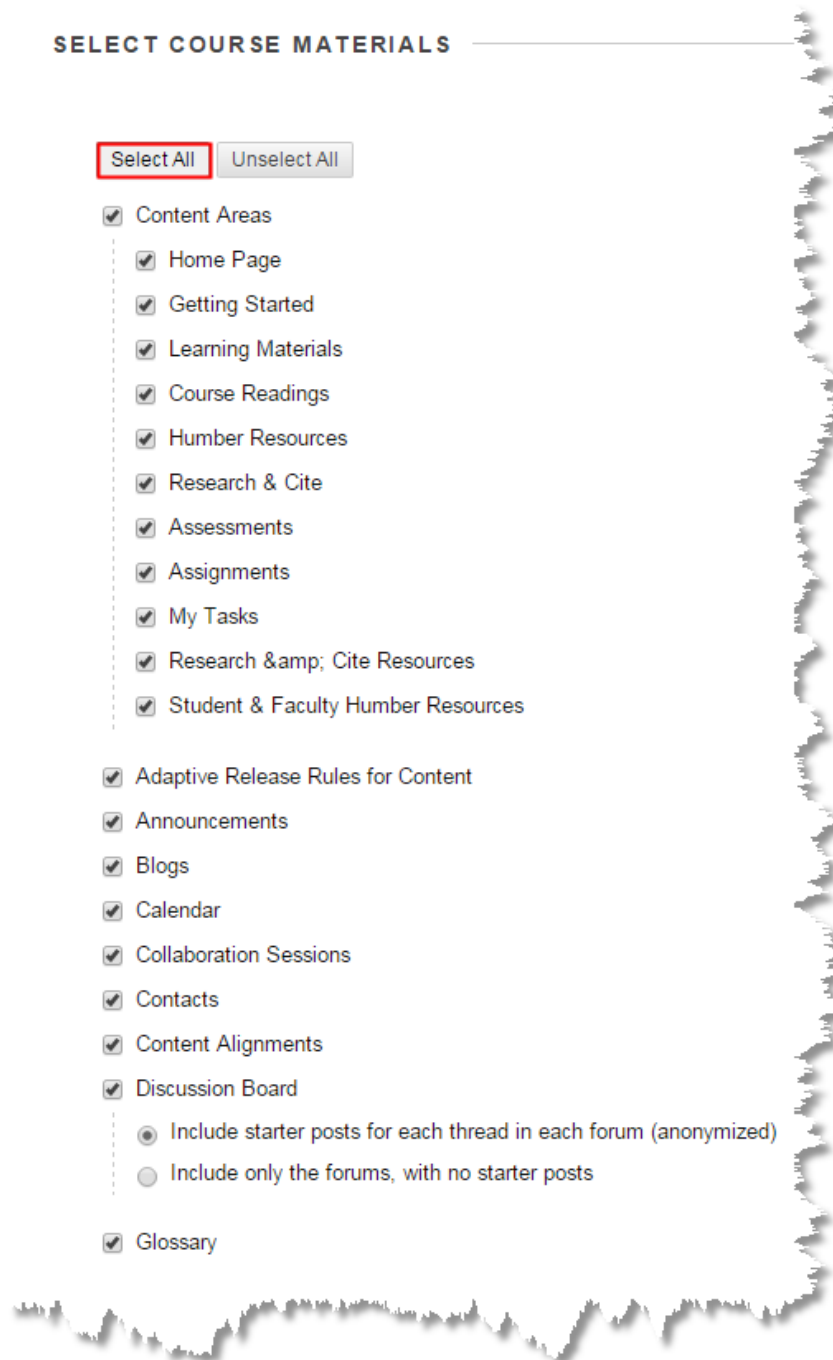


3. On the **Export/Archive Course** page, click on the **Export Package** button.



4. Under **File Attachments**, leave the default **Copy links and include copies of the files in the course default directory** checked for *Course Files Default Directory* and *Files Outside of the Course Default Directory*.

5. In the **Select Course Materials** section, click on **Select ALL** unless you know specifically what you want to export. If you select **Discussion Board**, decide whether to include starter posts for each thread in each forum (anonymously) or include only forums with no starter posts.



**SELECT COURSE MATERIALS**

- ☒ Content Areas
  - ☒ Home Page
  - ☒ Getting Started
  - ☒ Learning Materials
  - ☒ Course Readings
  - ☒ Humber Resources
  - ☒ Research & Cite
  - ☒ Assessments
  - ☒ Assignments
  - ☒ My Tasks
  - ☒ Research & Cite Resources
  - ☒ Student & Faculty Humber Resources
- ☒ Adaptive Release Rules for Content
- ☒ Announcements
- ☒ 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
- ☒ Glossary

6. Click **Submit** to begin creating an export of your course. Blackboard will display a **Success: This action has been queued** message. This indicates the process has started, but hasn't yet finished. Blackboard will email you when the process is complete.

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



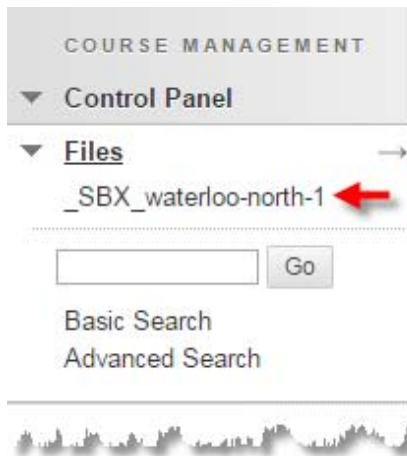
## Download the Exported Course Package

7. When you receive your confirmation email, refresh the screen by clicking on **Export/Archive Course** again under **Packages and Utilities** in the *Control Panel*.
8. Click the chevron next to your export file and choose Open.
9. Save the file on your computer.

## Download the File Structure Package

After downloading the Exported Course package, you will also need to download the File Structure package of your course.

10. Under *Control Panel*, click on **Files**.
11. Click on the Course ID.























12. This is your Course Files section. Check pagination to make sure **Show All** is selected.
13. Select all files.
14. Click on **Download Package** button to save it on your computer

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Download Package
Copy
Move
Delete

Refresh

13	<input checked="" type="checkbox"/>	File Type	Name	Edited	Size	Permissions
<input checked="" type="checkbox"/>			externalFiles_20140821020851	Feb 26, 2015 12:26:33 PM	120.5 KB	
<input checked="" type="checkbox"/>			Getting_Started	Apr 8, 2015 11:31:30 AM	1.71 MB	
<input checked="" type="checkbox"/>			_SBX_waterloo-north-1_ImportedContent_20141218114615	Dec 18, 2014 11:46:22 AM	1.82 MB	
<input checked="" type="checkbox"/>			Chalkboard.pdf	Dec 18, 2014 11:37:12 AM	1.27 MB	
<input checked="" type="checkbox"/>			course_copy.pdf	Jan 12, 2015 9:05:48 AM	427.9 KB	
<input checked="" type="checkbox"/>			Example Questionnaire (Respondus).docx	Dec 18, 2014 11:39:59 AM	12.6 KB	
<input checked="" type="checkbox"/>			SCBUS ASSIGNMENT.docx	Jan 7, 2015 9:10:00 PM	254.0 KB	
<input checked="" type="checkbox"/>			Scrapbook RANDOMS.pdf	Jan 7, 2015 9:30:21 PM	6.5 MB	
<input checked="" type="checkbox"/>			The toast.docx	Jan 7, 2015 9:36:56 PM	120.1 KB	
<input checked="" type="checkbox"/>			Vocabulary.docx	Jan 7, 2015 9:08:25 PM	59.9 KB	

Download Package
Copy
Move
Delete

Refresh

Displaying 1 to 10 of 10 items | 
 Show All | 
 Edit Paging...

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**NOTE:** The **next step** is to **import** both downloaded packages to your new blank Blackboard Learn 9.1 course. To learn more, see "**Importing Course Packages**".