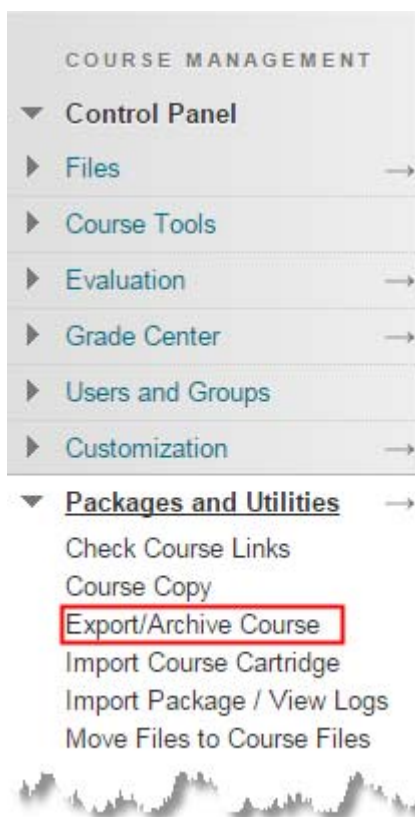# Export Course Packages

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.
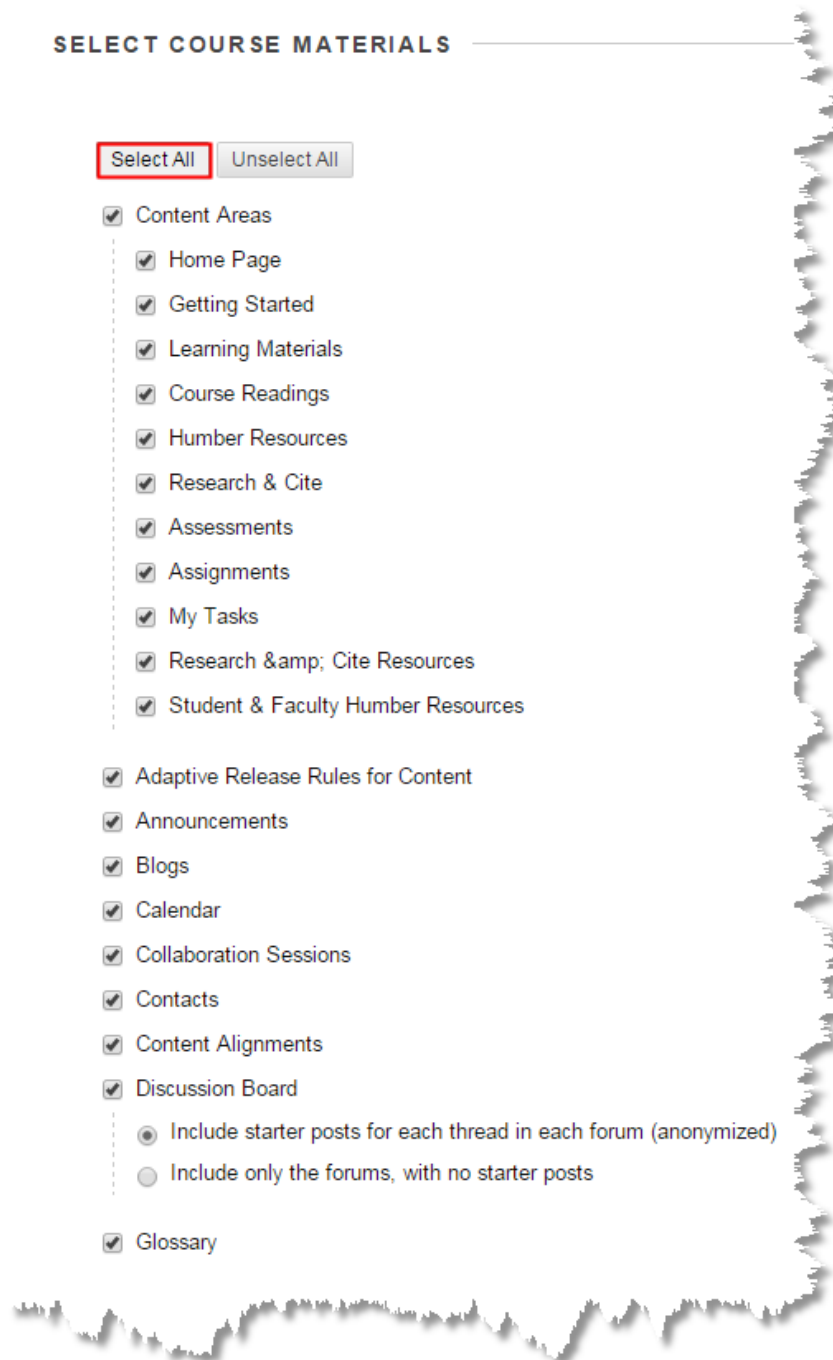

3. On the **Export/Archive Course** page, click on the **Export Package** button.

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

Select All   Unselect All

☑ 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.
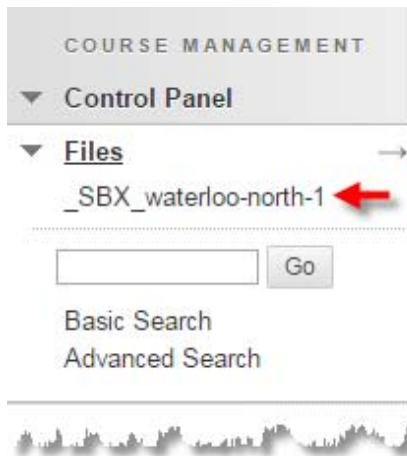
Download the Exported Course Package

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

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"**.