

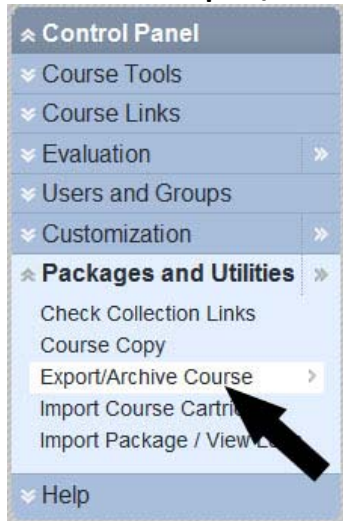
How to Export/Archive Course in Blackboard 9

EXPORTING AND ARCHIVING

Archiving a course creates a full record of the course, including student information such as grades and discussion contributions. It is useful for keeping track of student interactions should you need to access them again. (Please note, to access the archived course, you should please contact Helpdesk at 5550).

Exporting a course exports the elements that you choose to export, such as documents and tests. It is useful for reusing the content (documents, links, etc.) of a course.

1. Under the Control Panel, on the bottom left side of the page, click on **Packages and Utilities** and then click on **Export/Archive Course**.



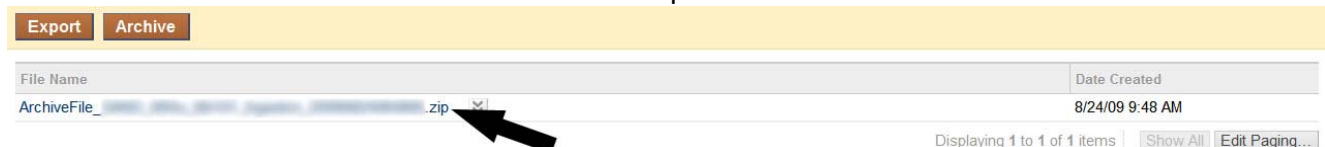
2. Click the **Archive** Button.



3. Choose whether to include Grade Center history and choose whether to include copies of Content Collection linked items. Click **Submit**.

A screenshot of the 'Select Copy Options' form. The 'Include Grade Center History' checkbox is unchecked. The 'Content Collection Items' section has 'No' selected for 'Include copies of Content Collection items linked to in the Course'. The 'Submit' button is highlighted with a mouse cursor.

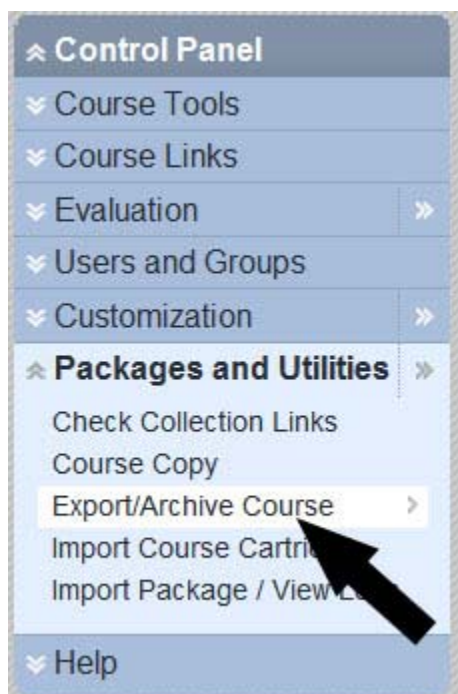
4. The green bar at the top of the page will explain to you that once the archive is ready, you will be notified by e-mail. Once you receive the e-mail, you may then go back to the **Export/Archive Course** screen to click and download the Archive .zip file.



5. Save the file to your local computer.

Exporting a course

1. Under the Control Panel, on the bottom left side of the page, click on **Packages and Utilities** and then click on **Export/Archive Course**.



2. Click the **Export Button**.



3. Choose to whether to include copies of Content Collection linked items. Under the section titled **Select Course Materials**, click on all the boxes that you want to include in the export process.

1. **Select Copy Options**

★ Source Course ID

2. **Content Collection Items**

Include copies of Content Collection items linked to in the Course.

Yes No

3. **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
 - Syllabus
 - Course Information
 - Course Documents
 - Assignments
 - Resources
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Settings
- Contacts
- Tasks
- Tests, Surveys, and Pools

Click **Submit**.

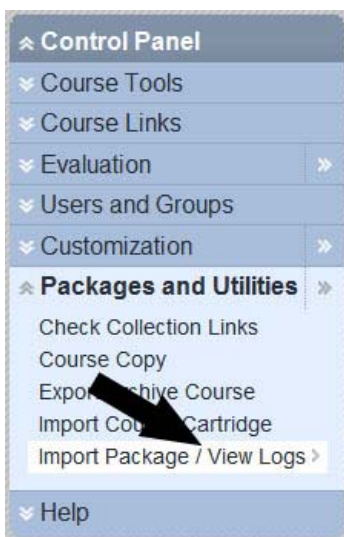
- The green bar at the top of the page will explain to you that once the export is ready, you will be notified by e-mail. Once you receive the e-mail, you may then go back to the **Export/Archive Course** screen to click and download the Export .zip file.



- Save the .zip to your local computer.

Importing a course

- Under the Control Panel, on the bottom left side of the page, click on **Packages and Utilities** and then click on **Import Package/View Logs**.



- Click on the **Import Package** button.



- Browse for the course package. Select any course materials to include in the import. Click **Submit**.

1. Select Copy Options

* Destination Course ID

2. Select a Package

Click **Browse** to locate the Course Package:

Uploading large packages may take a long time.

* Select a Package

Browse...

3. Folder for Content Collection Files

If the package includes Content Collection files, they will be added to a new folder within the folder specified below. If no folder is specified, any Content Collection file package will not be processed.

Select Folder

Browse

4. Select Course Materials

Select materials to include. To recreate a course from an Archive Package, including user records, use Restore instead of Import.

- Content Areas
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Settings
- Contacts
- Tasks
- Tests, Surveys, and Pools

Generally, the import process does not overwrite any other materials that you have; it simply adds to your existing materials. You may have a little cleanup or rearranging to do after import.

Note: Import Course will import the course materials only. It excludes the records such as student roster, students' activities, and their grades.