

Exporting and Archiving Courses

The **Export/Archive Course** page organizes all export and archive packages that you create from a course. When you export or archive a course, a link to the package appears on this page. You can download the package to your computer, and then use it in the future for import or restore operations.

When you export or archive a package, it does not appear on this page immediately. An email is sent to you as soon as the system has created the package. Then, open this page to find the package and download it.

Note: Blackboard recommends that you delete packages from this page after you download them. Each package counts against the course quota. Keeping packages may result in limited space to add additional content to the course.

Export/Archive Course		
Export Package	Archive Course	Export Common Cartridge Package
File Name	Date Created	
ExportFile_astronomy_sec1_20120913123433.zip	9/13/12 12:34 PM	
Displaying 1 to 1 of 1 items		
Show All Edit Paging...		

Your institution determines what options are available when linking to course files for exporting, archiving, and copying courses.

How to Export a Course

The export course feature creates a package of the course content that you can import and use to teach another course with the same content. Unlike the archive course feature, the export course feature does not include any user interactions with the course—it only includes the content and the tools.

Note: Files within Course Files that are not used in the course or not linked in the course are not included when exporting.

Export packages are downloaded as compressed ZIP files and are imported in the same format. Do not unzip an export package or delete files from the package, otherwise the package will not be imported correctly.

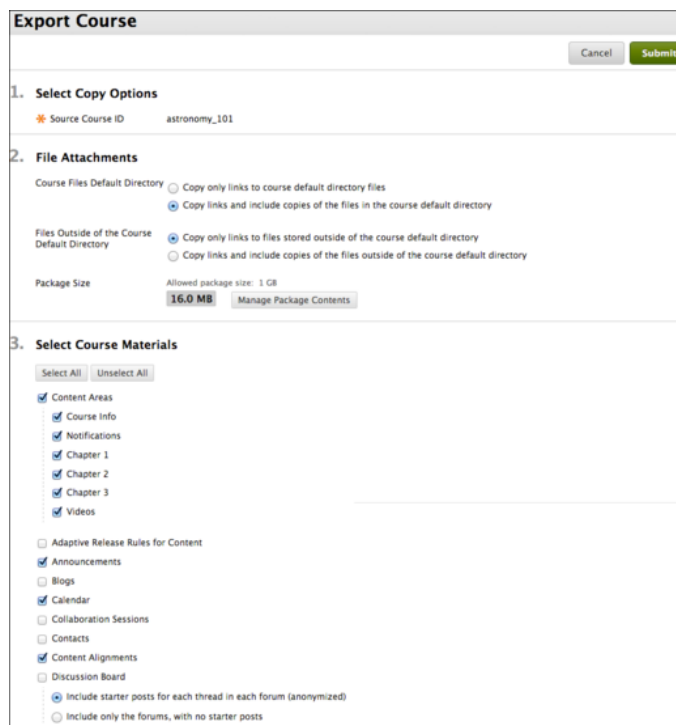
To access the **Export/Archive Course** page:

1. On the **Control Panel**, expand the **Packages and Utilities** section and click **Export/Archive Course**.
2. On the **Export/Archive Course** page, click **Export Package** on the action bar.
3. On the **Export Course** page, select whether to include only the links to course files or to include the links and copies of the course files content.

If you select **Copy links and include copies of the content**, click **Calculate Size** to ensure that the package size does not exceed the displayed **Allowed package size**. To remove files and folders from the package, click **Manage Package Contents**.

4. In the **Select Course Materials** section, select the check boxes for each course area and tool to export. If you select Discussion Board, decide whether to include started posts for each thread in each forum (anonymously) or include only forums with no starter posts.

Note: The File Attachments section is available with the content management license.



5. Click **Submit**.

How to Export a Course in Common Cartridge Format

Common cartridge is an initiative, led by the [IMS Global Learning Consortium](#), to support course packages you can use across learning management systems (LMS) such as Blackboard Learn.

You can export course packages from Blackboard Learn common cartridge 1.0, 1.1, and 1.2 formats. To enable reuse in a broad number of LMSs, the package is limited to widely available features. Types of content not supported by common cartridge will not be included when a course is exported in common cartridge format.

- Files, items, discussion forums, web links (URLs), and assessments are exported, but certain components may be excluded. For example, topics in discussion forums are exported, but grading, which is not supported by other LMSs, is not.
- The IMS common cartridge standards do not currently support all assessment question types or attributes, so exported tests and pools will not include incompatible questions.

Common cartridge exports a course into a single folder of content. Each content area is then exported as a sub-folder inside the main course folder. As an example, if a common cartridge package were exported from a Blackboard Learn course and then re-imported, the result is a course with a single content area containing a folder for each original content area, and a web links content area containing all the web links.

Please consult your institution or computing help desk for detailed information on common cartridge specifications.

To learn more about common cartridge specifications, see [Creating Common Cartridge Course Packages](#).

How to Export a Course in Common Cartridge Format

1. On the **Control Panel**, expand the **Packages and Utilities** section and click **Export/Archive Course**.
2. Click **Export Common Cartridge**.

Note: To export the package in common cartridge 1.1 or 1.2 formats, select the appropriate check box. If you do not select a check box, the course will export in common cartridge 1.0 format. The preferred version depends on whether the system where the package will be imported supports version 1.1 or 1.2.

3. Click **Submit**.

How to Archive a Course

The archive course feature creates a permanent record of a course including all the content and user interactions. Archived courses are saved as ZIP files. Archiving a course does not delete it from the system.

Note: All files within the course are included in the archive, even if a file was not linked in the course.

To access the **Export/Archive Course** page:

1. On the **Control Panel**, expand the **Packages and Utilities** section and click **Export/Archive Course**.
2. On the **Export/Archive Course** page, click **Archive Course** on the action bar.
3. On the **Archive Course** page, to **Include the Grade Center History**, select the check box following the course ID. Selecting this option increases file size and processing time.
4. In the **File Attachments** section, select whether to include only the links to course files or to include the links and copies of the course files content.

Note: The File Attachments section is available with the content management license.

If you select **Copy links and include copies of the content**, click **Calculate Size** to ensure that the package size does not exceed the displayed **Allowed package size**. To remove files and folders from the package, click **Manage Package Contents**.

5. Click **Submit**.

Archive Course

1. **Select Copy Options**
 - ✦ Source Course ID astronomy_sec1
 - Include Grade Center History (increases file size and processing time)
2. **File Attachments**
 - 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

How to Download the Course Package

When you submit the **Archive Course** page or the **Export Course** page, the system begins to create the course package. When the package is complete, you will receive an email from the system. After you receive the email, you can download the course package.

1. On the **Control Panel**, expand the **Packages and Utilities** section and select **Export/Archive Course**.
2. Click the link for the package that you want to download.
3. Save the file to the appropriate location.

You can view the basic or detailed log from the contextual menu of an archived course.

To learn more, see [Importing Course Packages](#).

