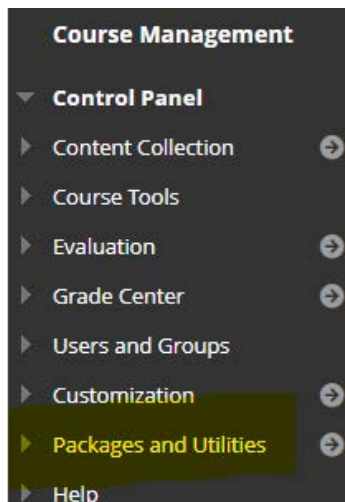# Export/Archive Your Course

There are two primary reasons to use the Export/Archive Function in Blackboard

First: It is in the instructor's best interest to retain a copy of their own course(s). Even though a backup is performed on the Blackboard system and courses are archived before removal from the server, it is a best practice to have your own backups. At a minimum it is recommended that you archive your course to a local drive at the end of each term. Archiving the course retains all student data. The course can be restored later for full access to records. Exporting your course retains content but not student data.

Second: Instead of using the course copy function in Blackboard which can cause problems with content links and over time introduce unwanted artifacts into the course, you can export or archive your course and import it into a new course shell instead of using course copy.

To access the Export and Archive Functions:
1. In the Control Panel select "Packages and Utilities"

2. Under Packages and Utilities select "Export/Archive Course"
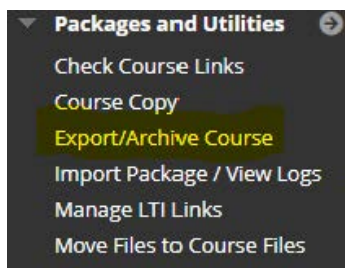
3. Select either Export or Archive as an option. Export creates a package of course content that can be imported into another course. Archive creates a package of content plus user data. In general, if you only are interested in saving or moving specific content areas of your course, export can be used. If you archive the course, all elements of the course are saved and then can be imported individually. Archive can substantially increase the size of the file which counts against your course quota, so use wisely.

4. If selecting Export Package

    a. The source course ID is automatically selected for you.
    b. The appropriate selections in the File Attachments area are selected for you.
    c. In the Select Course Materials area, select from the various course materials to export. This selection will vary depending on how you have your course set up.
    d. Submit. This is not an immediate process, an email will be sent when it is complete.

5. If selecting Archive Course

    a. The source course ID is automatically selected for you. You can choose to Include Grade Center History if you so choose. For large classes or those with extensive grade centers this can slow down the process.
    b. The appropriate selections in the File Attachments area are selected for you. If you have specific files you do not want in the archive you can click "Manage Package Contents" and you can exclude certain files and folders.
    c. Submit. This is not an immediate process, an email will be sent when it is complete.

6. Once the Export or Archive is complete, you will see a list of files for this course. All archives or exports for the course will be listed here. These files count against your course quota so save and delete any that you no longer need.
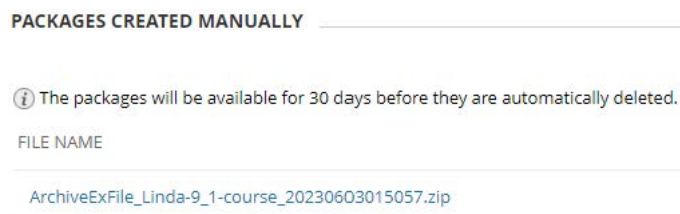
7. Right click on the file and select "Save Target As" or "Save Link As" , rename and save the file to your hard drive or other storage device. This file can only be opened or restored in Blackboard.

Importing

In order for an archived course to retain and display student user records the course must be restored into a new course shell. This process can only be done at the system level and must be requested from the Blackboard Support Team using the proper form.

However you can select specific content from an archive file and import them as you would in an export file:

1. Go to the course shell in which you want to load the content.
2. On the control panel, select Packages and Utilities
3. Select Import Package/View Logs
4. Select Import Package
5. Double check to make sure you are in the correct destination course shell
6. Select the Browse Local Files button and choose the archive or export file and select
7. Select the boxes to choose the appropriate materials to import.
8. Submit.
9. The process may take awhile. You will receive an email when done.
10. Afterwards, check the imported material to make sure all content works, both as an instructor and as a student. Some content clean-up and re-loading may need to be done. Check all links to materials and re-link any content if necessary.