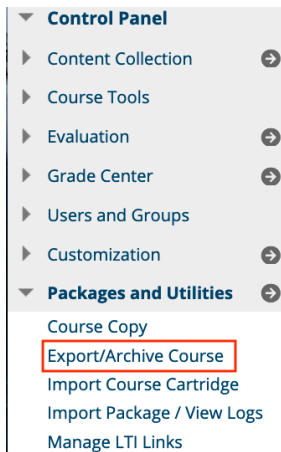


## Export and Import a Blackboard Course

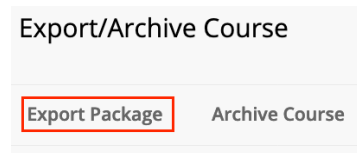
Export your course materials into a convenient .zip file to reuse in another course or share with other instructors. The export package does not include any student information or grades.

### Export the Course Package

1. Login to Blackboard and open the course you want to export.
2. Go to the **Control Panel**, click on **Packages and Utilities**, and select **Export/Archive Course**.

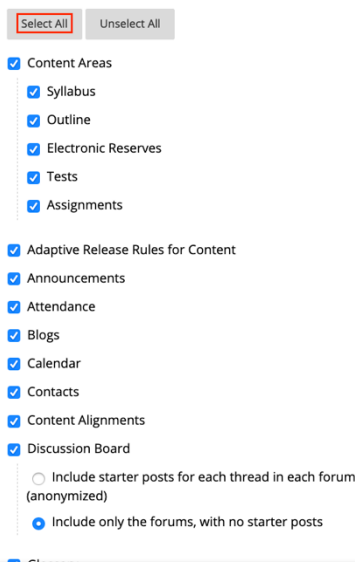


3. On the *Export/Archive Course* page, click **Export Package**.



4. In the **File Attachments** section keep the default options selected:
  - *Copy links and include copies of the files in the course default directory.*
  - *Copy links and include copies of files outside of the course default directory.*

5. In the **Select Course Materials** section, click Select All or select each course material you want to export.

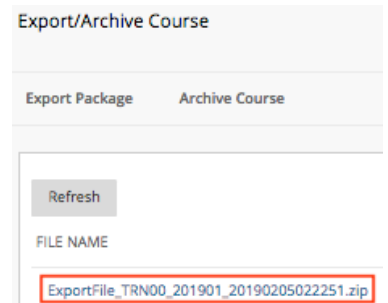


- *To export **Assignments**, select the Content Area where the assignment is (e.g., Assignments) AND the Grade Center Columns and Settings.*
- *To export Tests, select **Tests, Surveys and Pools**, the Content Area where the test is (e.g., Tests), AND the Grade Center Columns and Settings.*
- *You may want to set the **Discussion Board** to Include only the forums, with no starter posts. If you don't make this change, all of the first posts in the Discussion Forums will be exported.*

6. Click **Submit**. You will receive an email when the course package is ready for you to download.

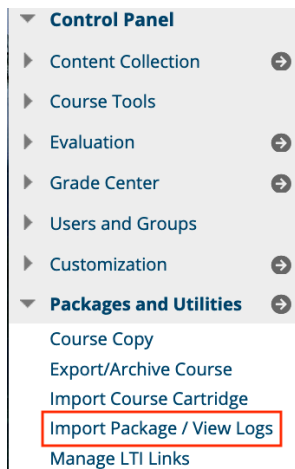
## Download the Course Package

1. Open the course you created the export package for and go to the **Control Panel**.
2. Click on **Packages and Utilities** and then select **Export/Archive Course**.
3. Click on the .zip export package file name to download and save it to your computer. Do not open the file after saving.

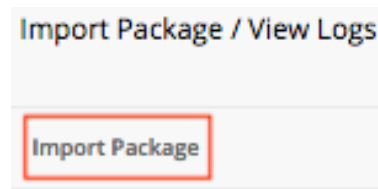


## Import the Course Package

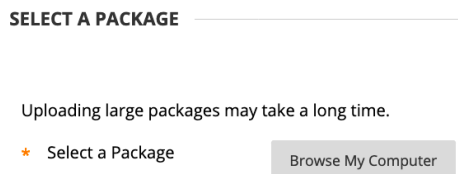
1. Open the course in which you want to import the course package.
2. Go to the **Control Panel**, click on **Packages and Utilities**, and select **Import Package/View Logs**.



3. On the *Import Package/View Logs* page, click **Import Package**.



4. On the next page, click **Browse My Computer** and select the course export .zip file.



5. In the **Select Course Materials** section, click **Select All** or select the check box for each course material you want to import.
6. Click **Submit**. You will receive an email when the import process is complete.