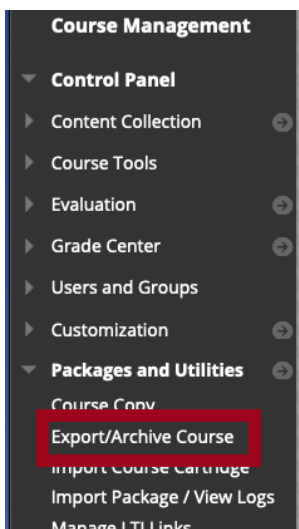


## Blackboard: Export and Import Course Materials

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 a Course Package

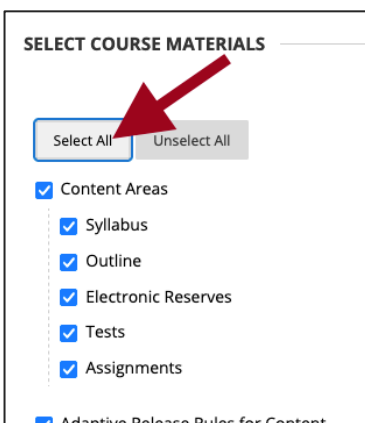
1. Login to Blackboard and open the course you want to export.
2. Go to the **Control Panel**, click on **Packages and Utilities**, and select **Export/Archive Course**.



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** to export all course content.

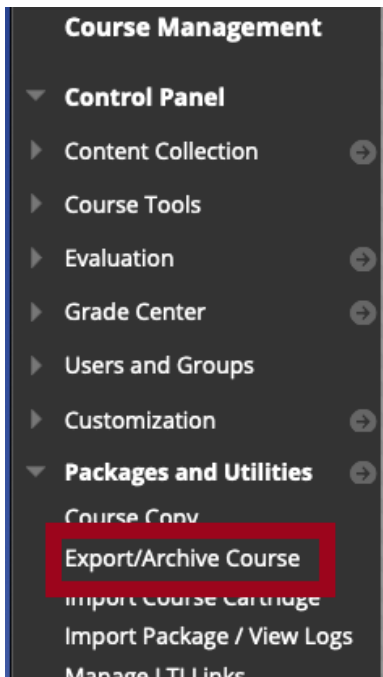


**Note:** You may want to set the **Discussion Board** to Include only the forums, with no starter posts. If you don't make this change, all the first posts in the Discussion Forums will be exported.

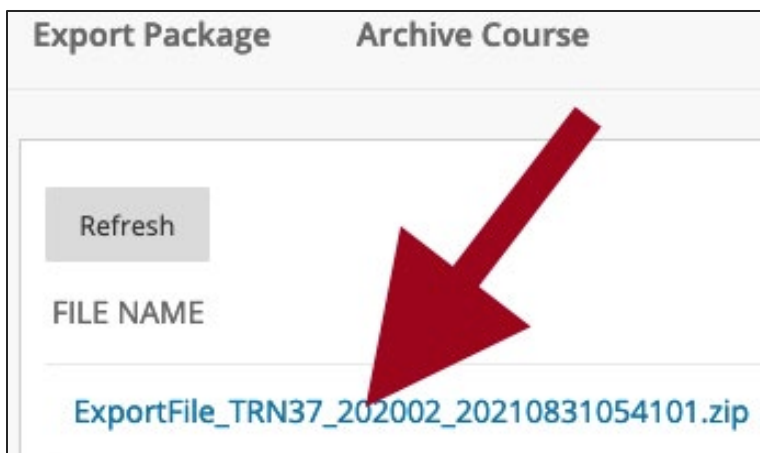
6. Click **Submit**. Blackboard will email you when the course package is ready to download.

## Download a 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**.

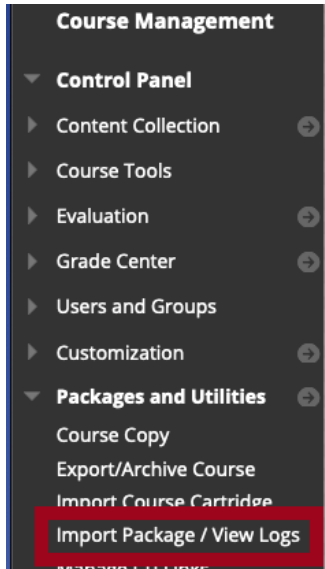


3. Click on the name of the .zip file to download and save it to your computer. **Do not open the .zip file after saving it to your computer.**

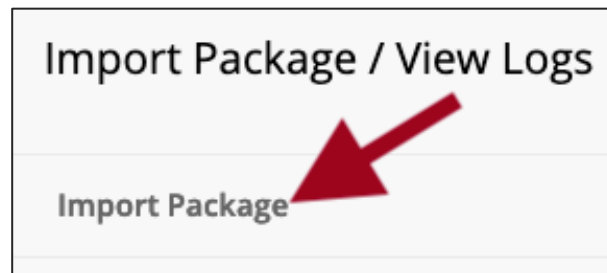


## Import a Course Package

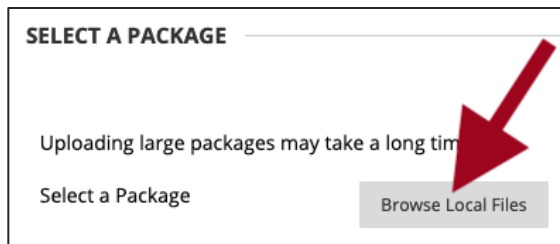
1. Open the course in which you want to import the course package.
2. Go to the **Control Panel**, click on **Packages and Utilities**, and select **Import Package/View Logs**.



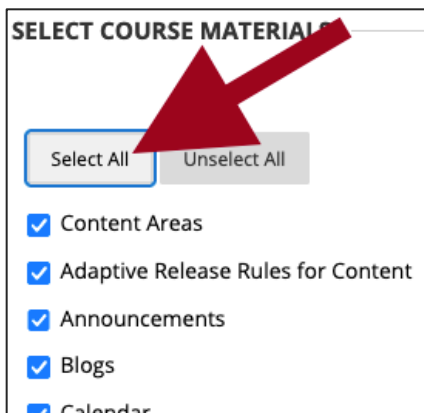
3. On the *Import Package/View Logs* page, click **Import Package**.



4. Click **Browse Local Files** and select the .zip export package you just downloaded.



5. In the *Select Course Materials* section, click **Select All** to import all course content.



6. Click **Submit**. You will receive an email when the import process is complete.