

How to Download a Blackboard Course

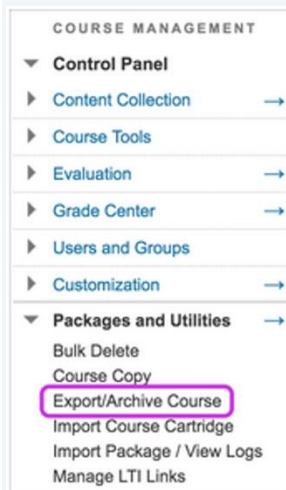
Blackboard offers two ways to download the contents of a course for future use elsewhere: the Archive Tool and the Export Tool.

Use the **Export tool** to create a package file containing all of the course content for the purpose of reusing the course content at a later date or at another institution. In addition, during the following steps you can selectively choose what content is included in the exported package.

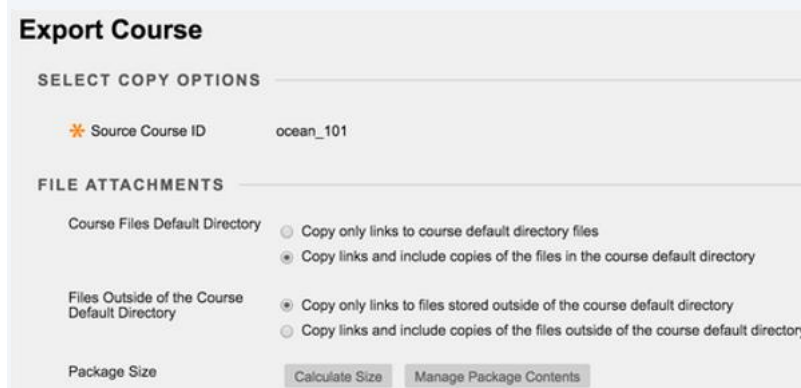
Use the **Archive tool** to create a package file containing ALL of the course content and all of the user interactions. An archive is a frozen snapshot or permanent record of the entire course, not just the instructor prepared materials.

To export a Blackboard course:

1. Click on **Packages and Utilities** in the **Course Management** menu.
2. Click on **Export/Archive Course**.



3. Click the **Export** button.
4. Select **Copy links and copies of the content (include all Course Files)**
5. Optional- Click the **Calculate Size** button to show how much material is in the course.

A screenshot of the Blackboard 'Export Course' form. The form is titled 'Export Course' and has a 'SELECT COPY OPTIONS' section. In this section, the 'Source Course ID' is set to 'ocean_101'. Below this is a 'FILE ATTACHMENTS' section with two radio button options: 'Copy only links to course default directory files' and 'Copy links and include copies of the files in the course default directory'. The second option is selected. There is also a section for 'Files Outside of the Course Default Directory' with two radio button options: 'Copy only links to files stored outside of the course default directory' and 'Copy links and include copies of the files outside of the course default directory'. The first option is selected. At the bottom, there is a 'Package Size' section with two buttons: 'Calculate Size' and 'Manage Package Contents'.

6. Select **Course Materials**, you have the option to Select All, or individual areas and tools.

SELECT COURSE MATERIALS

Select All Unselect All

- Content Areas
 - Home Page
 - Getting Started
 - Week 1: People
 - Week 2: History
- Adaptive Release Rules for Content
- Announcements
- Blogs

7. Select **Submit**.