



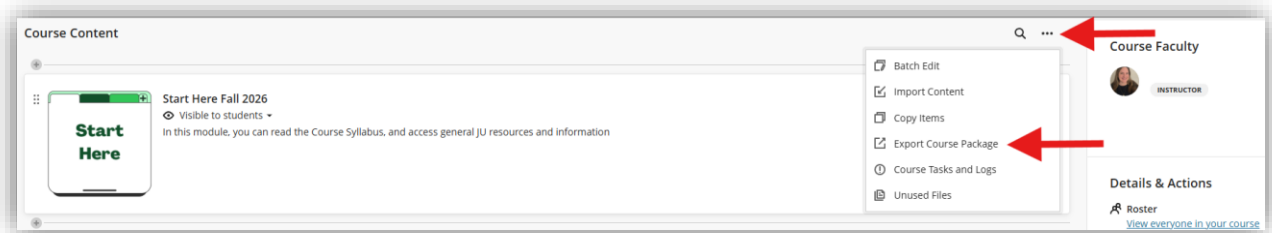
## Export, Archive, and Import Courses

Exporting or archiving a course creates a packaged ZIP file that you can save on your local hard drive, JU OneDrive storage, or removable media/hard drive. That package can later be imported/uploaded into a new course in Blackboard.

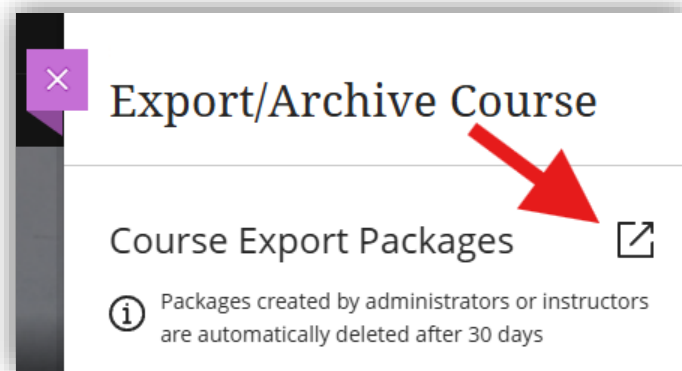
Course **Export** packages include all of your course content and materials.

Course **Archive** packages include all course content and all student submissions and activity data.

To either Export or Archive your course, select the **Export Course Package** option located within the sub-menu on the right identified by the 3 horizontal dots.

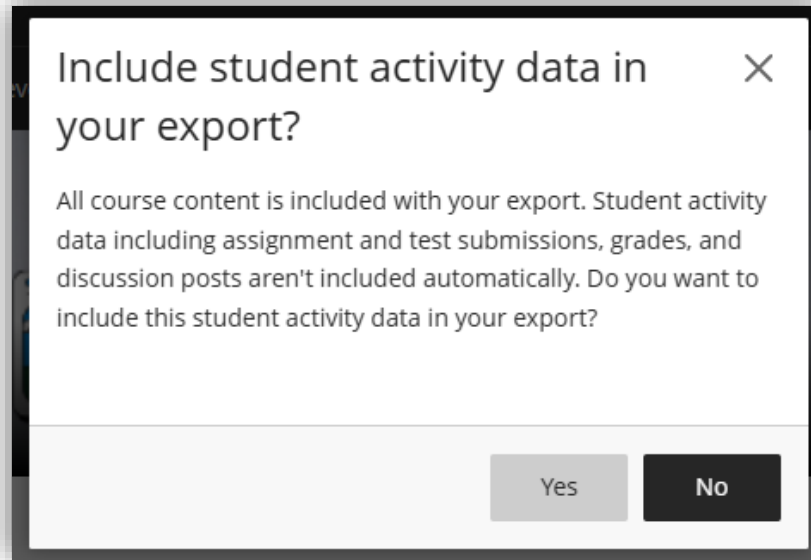


A new menu will open on the right side of the **Course Content** window. Here you will select the export button.

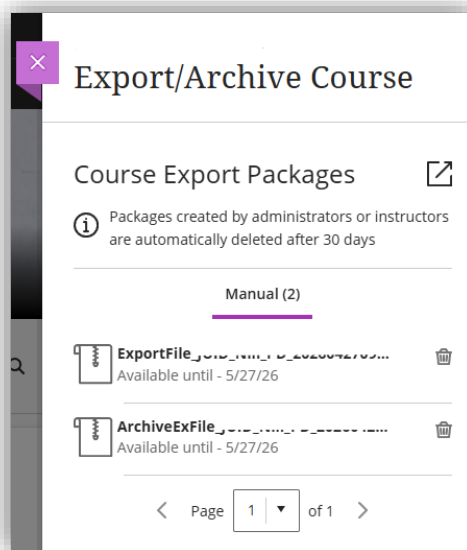




You will then be prompted to include the student data (create a Course Archive) or not (create a Course Export). Whichever you choose, the process of creating a packaged .zip file will begin. The progress of the archive file creation will be shown in real-time.



When the package is ready, you have the option to store the file on your local hard drive, JU OneDrive storage, or removable media. You will notice the title starts with either **ExportFile** or **ArchiveExFile**. Remember student data is only included in the ArchiveExFile. Click on the filename itself to begin downloading the zip file to your computer.

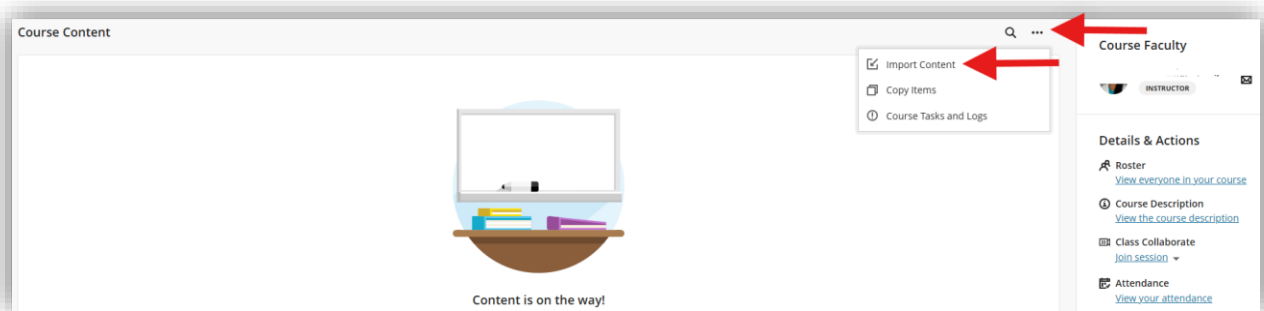




## Import a Course

Restoring a Course Export package uploads the ExportFile zip file into Blackboard in the same state that it was in at the time it was exported. When a course is restored, the settings and options specified in the archive package replace the default settings.

When inside your new course, select the **Import Content** option located within the sub-menu on the right identified by the 3 horizontal dots.



Choose the zip file you want to import. Please be patient after submitting. The Import will take a few minutes to run.

When finished, the package's content will exist in the destination course as it once did in the previously Exported source course.

