

Blackboard: Exporting a Class - Step by Step Instructions

The first step when trying to create a backup **Export** for migration to another term is to find the **Course Management** section located at the bottom of your left side navigation. You will then move down to the **Packages and Utilities** (Fig. 1) section and click on the arrow indicator (Fig. 2) to open the sub-menu.

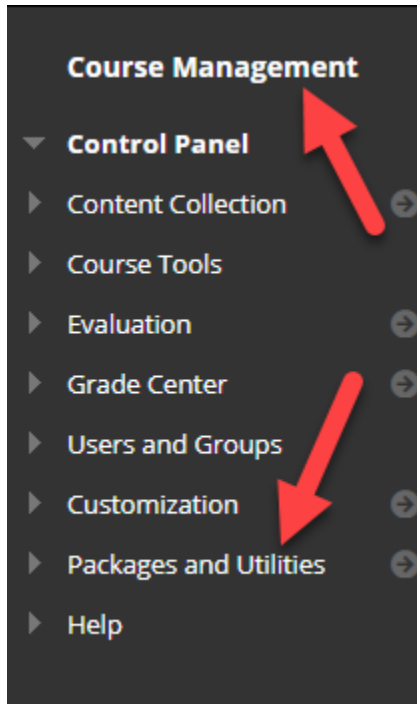


Figure 1

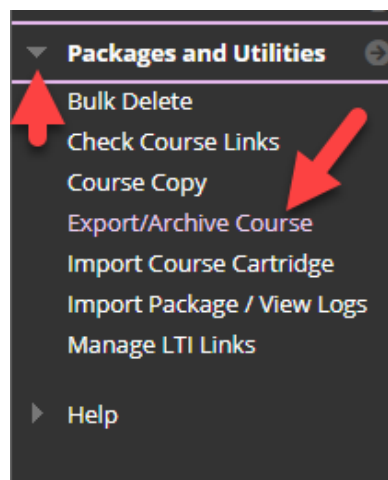


Figure 2

Choose the **Export/Archive Course** link to proceed to the next menu in which you will select what sections will be copied (Figure 3).

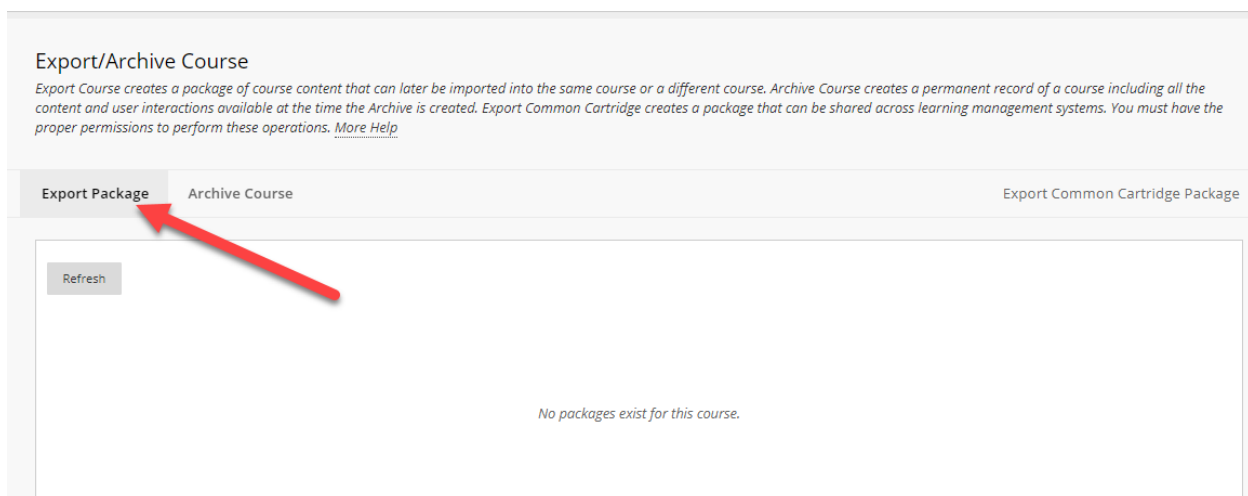


Figure 3

Once you have moved to the selection screen, you will leave the 2 default radio button selections (Figure 4) for **File Attachments** as they are and then select the **Select All** button under **Select Course Materials** to highlight the course contents (Figure 5). Be sure to deselect **Announcements** and **Discussions** should be set to only include the forums, with no starter posts.

SELECT COPY OPTIONS

* Source Course ID Master_CHEM-101_U21_16Week

FILE ATTACHMENTS

Choose between copying only the links to files or the links and new copies of every file attached within the course. Click **Calculate Size** to make sure that the package size does not exceed the limit.

Course Files Default Directory

Copy only links to course default directory files

Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory

Copy only links to files stored outside of the course default directory

Copy links and include copies of the files outside of the course default directory

Package Size

Calculate Size Manage Package Contents

Figure 4

SELECT COURSE MATERIALS

Select materials to include in the export package. For a package to serve as an exact record, including user records, use archive instead of export.

Select All Unselect All

- Content Areas
- Syllabus & Timetable
- Quizzes Fall-2021
- Week 0 - Course Introduction
- Week 1 - Chemistry-The Study of Matter
- Week 2 - Atoms
- Week 3 - Atomic Structure
- Week 4 - Review for Mid Exam # 1
- Week 5 - Chemical Bonds
- Week 6 - Chemical Accounting
- Week 7 - Gases, Liquids, Solids & Intermolecular Forces
- Week 8 - Review for Exam # 2
- Week 9 - Acids & Bases
- Week 10 - Oxidation & Reduction

Adaptive Release Rules for Content

Announcements

Blogs

Calendar

Contacts

Content Alignments

Discussion Board

Include starter posts for each thread in each forum (anonymized)

Include only the forums, with no starter posts

Glossary

Grade Center Columns and Settings

Figure 5

Next, you will proceed to select the **Submit Button** on the bottom right-hand side of the browser window (Figure 6).

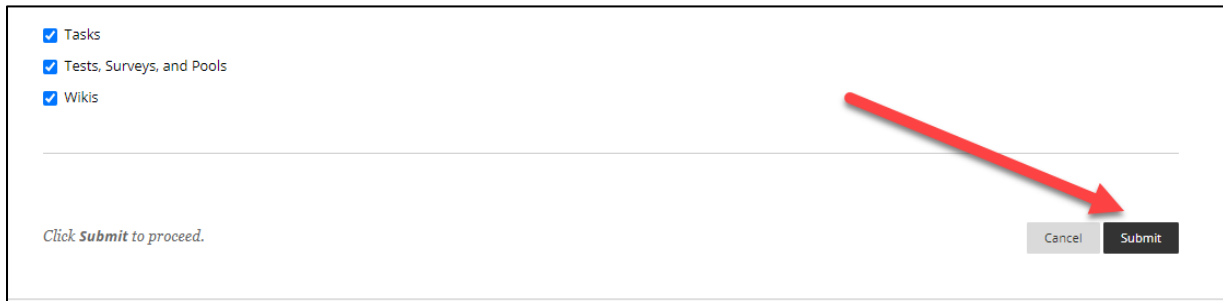


Figure 6

From this point on, you will see a message in the upper banner portion that explains how the **Export (Class Copy)** is now in the queue to be completed (Figure 7).

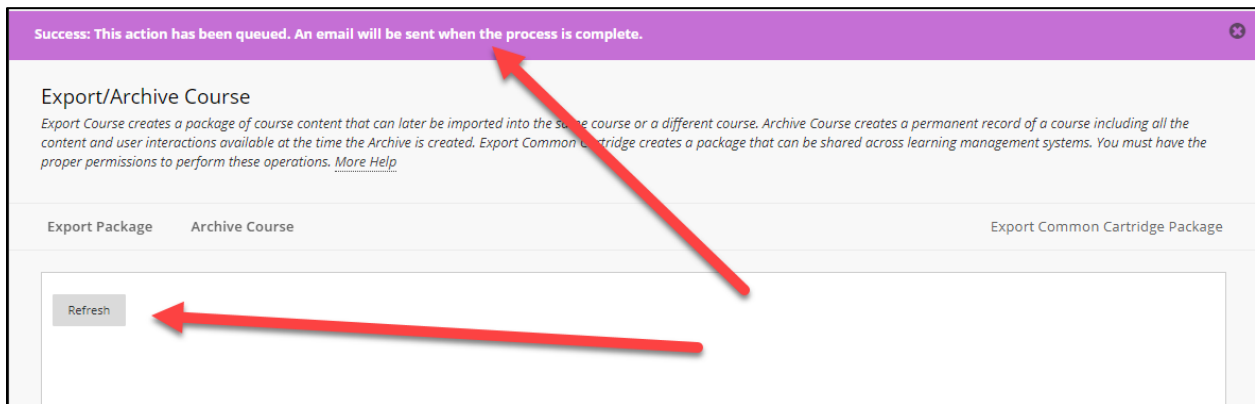


Figure 7

Once this process is complete, you will be able to refresh the screen and after a few minutes, the course copy will be available for downloading (Figure 8).

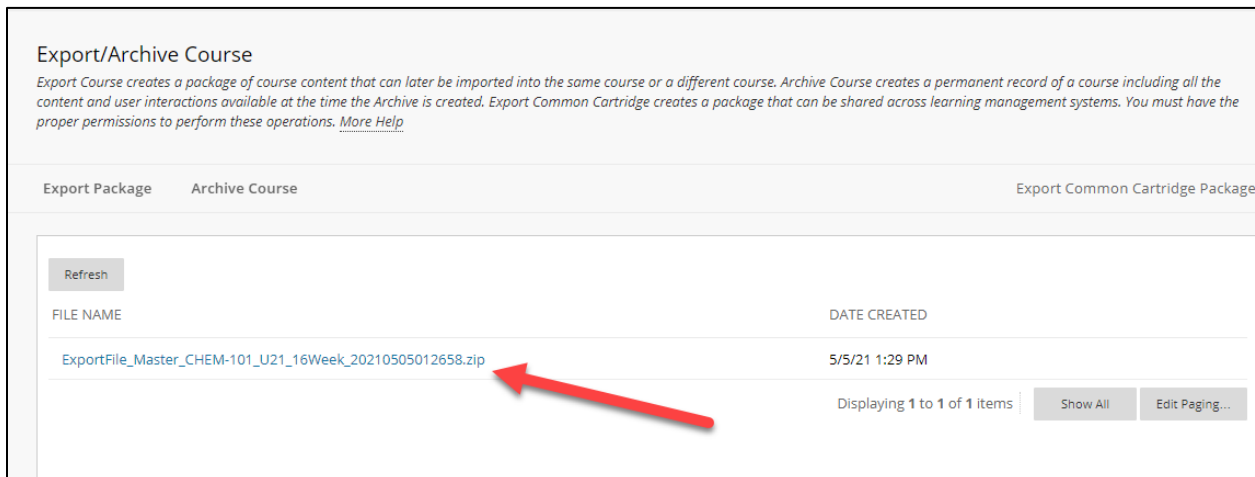


Figure 8

When the **Export** is ready, you will click on the .zip title name and choose **Open**. This will begin the downloading process to your default directory (Figure 9).

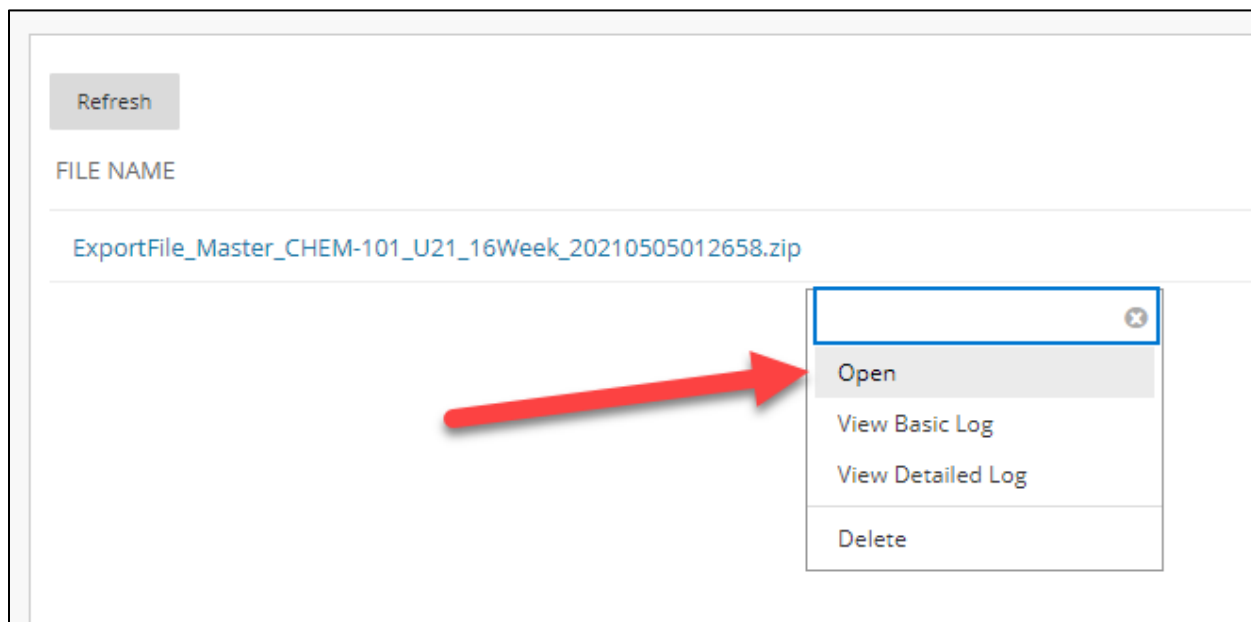


Figure 9

Once the download is complete, you will notice the file is docked on the bottom **status bar** of the **Chrome** browser (Figure 10).

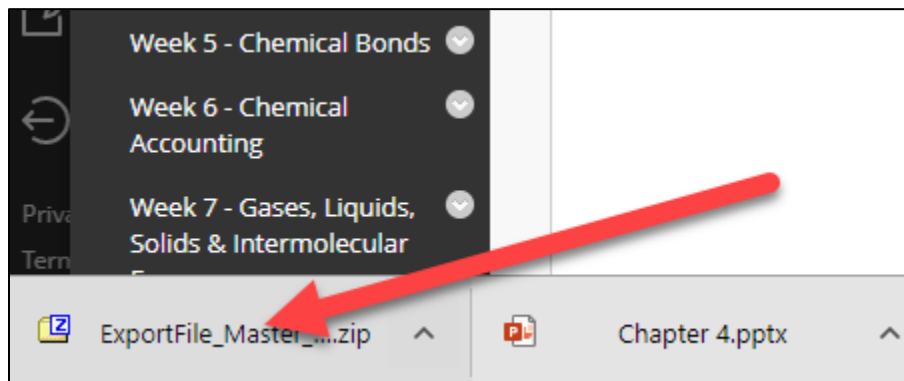


Figure 10

This file will be in your default **Downloads** folder and can be moved like any other file (Figure 11). Unzipping or extracting the files will not allow any course alterations to be completed. This must be completed within the Blackboard interface before choosing to export.

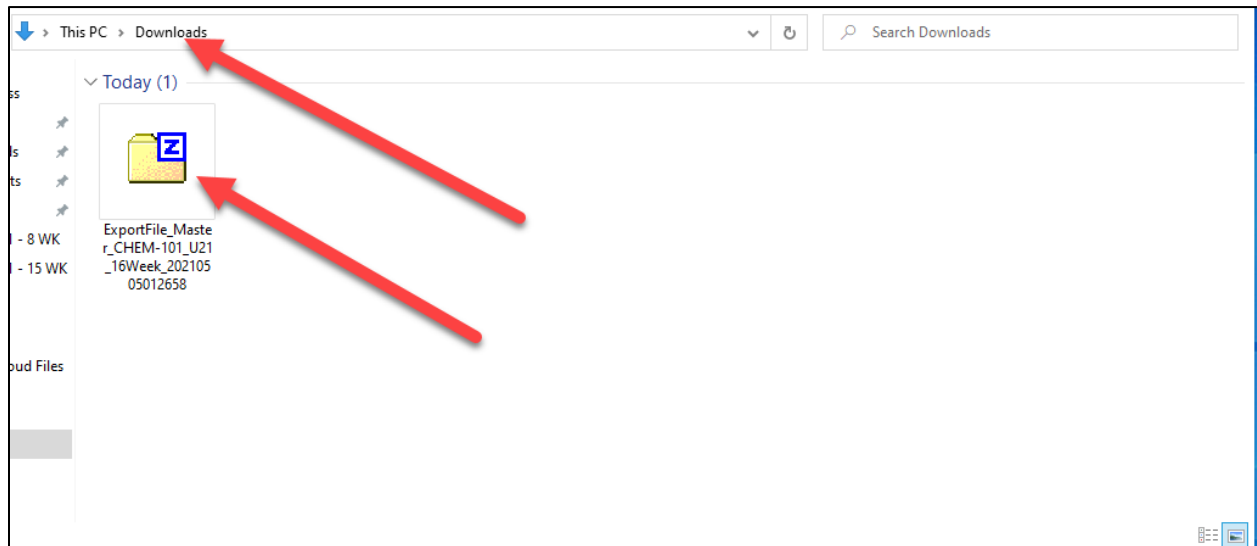


Figure 11

You are now free to copy and place the zip archive anywhere you stores files.