

WHY WOULD YOU USE THIS FEATURE?

At the end of every semester, remember to export **and** archive your course so it is available for future use. It is also recommended to archive your course at mid-term and to export your course when significant changes are made to the content.

Exporting a course allows the instructor to select the parts of the course to keep for future use. **It is recommended that when you import course content into a new course, you use the exported course (not the archived course).**

Archiving a course allows the instructor to save the entire course including all content and user information. This is useful for keeping a record of class interactions, grades, and enrollment. When importing previous course content into a new course, do not import an archived course; instead, use the exported course. If you import an archived course it will import unnecessary information into your new course such as previous semester student information.

It is recommended that you export **and** archive your course at the end of the semester.

To Archive a Course

- From the Control Panel, select Archive Course in the course options section.
- Choose Archive Course on the top menu bar.
- Click Submit.
- An email will be sent to you when the process is complete. Click OK.
- The archive file (a Zip file) will be added to the Export/Archive Manager list in Blackboard (found after clicking Archive Course in control panel).
- Once the archive file appears in the list, you can click on it and store the file on a CD, server or your hard drive. The course is not archived for your needs until you save the file.
- Do not unzip the archived package or remove items from the package.
- Archiving a course does not remove it from the Blackboard system.

To Export a Course

- From the Control Panel, select Export Course in the course options section.
- Choose Export Course on the top menu bar.
- Select the materials to include in your export package.
- Click Submit.
- An email will be sent to you when the process is complete. Click OK.
- The export file (a Zip file) will be added to the Export/Archive Manager list in Blackboard (found after clicking Export Course in control panel).
- Once the archive file appears in the list, you can click on it and store the file on a CD, server or your hard drive. The course is not archived for your needs until you save the file.
- Do not unzip the exported package or remove items from the package.
- Exporting a course does not remove it from the Blackboard system.

You may want to remove the Zip file from the Export/Archive Manager page once they are downloaded. Each Zip file counts against the course quota.

Importing past course materials (an entire class) from export or archive

- Click on Import Package from the Control Panel
- Complete the Import Package page and click Submit. You will have to browse to attach the course Zip file.
- The system will ONLY import files exported from Blackboard
- After import, you may need to clean up the menu (Manage Course Menu)

Copying classes and class components to other classes

There are a couple of ways to copy course materials from one class to another.

- The first way allows you to copy all or selected materials from one class into another.
 - Open the class that has the materials you want to copy to another class
 - In the Control Panel, click on Course Copy
 - Select Copy Course Materials into an Existing Course
 - Enter the Course ID of the course you want to copy into and select the course materials you want to copy. Click submit
 - The copy may not happen instantly.
- The second way is to copy the materials one at a time from one course into another (or to different places in the same course).
 - In the control panel of the course that has the materials, go to the item you want to copy.
 - Click on the Copy button to the right of the item and then select the location you want it to be copied within that Blackboard course.
 - Not every feature in Blackboard has a Copy button.