

## Exporting / Archiving a Course eLearning Blackboard Learn 9.1 for Faculty

**Exporting** creates a backup content that can later be imported into another course.  
**Archiving** a course creates a permanent record of the course, including all content and user interactions until that point.

If your goal is to import this into another course, then use *Export*.

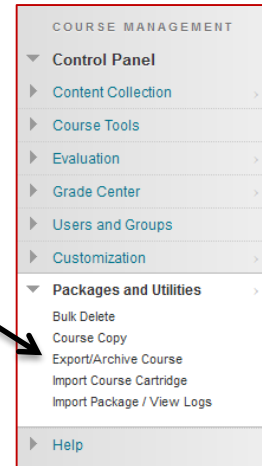
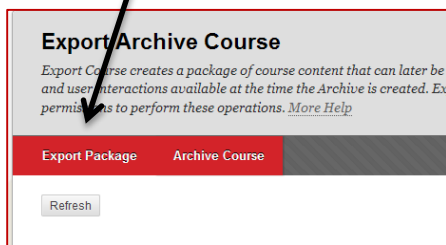
If your goal is to create a permanent record of all student interactions, then use *Archive*.

**IMPORTANT: BACKUPS MUST BE DOWNLOADED!** Please read directions thoroughly.

### Exporting

Navigate to the **Course Management Pane > Packages and Utilities > Export/Archive Course**

From the **Export / Archive Course** page choose **Export Package**



Under **File Attachments**, it is important to make sure that **you INCLUDE copies of the files outside of the course default directory**.

*If this is not selected, the students enrolled in the course you're importing into will not have access to the files.*

**2. File Attachments**

*Choose between copying only the links to files or the links and new copies of every file attached within the*

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

Then, choose all course materials you want to export.

**NOTE** If you want to export Assignments, you **MUST** export **Grade Center Columns and Settings** with it.

Click **Submit** when finished. You will be notified via email when the export is completed and your file is ready to be downloaded.



### YOU'RE NOT DONE YET!

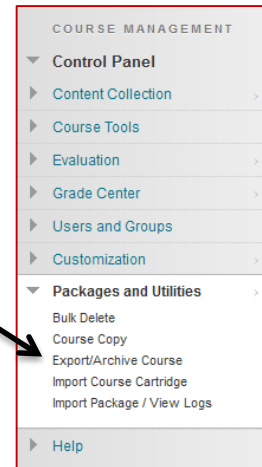
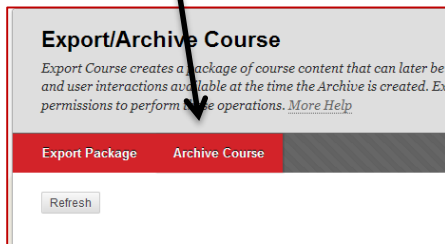
Upon receiving the email, navigate back to the **Export/Archive Course** page and you will see a link named **ExportFile\_CourseID.zip**. Click the link and download the zip file to a location of your choice. Your course has NOT been exported until you save the zip file. It is **VERY IMPORTANT** that you're mindful of where you save the file, because once the course is deleted from the server, the linked backup zip file is gone as well.

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### Archiving

Navigate to the **Course Management Pane > Packages and Utilities > Export/Archive Course**

From the **Export / Archive Course** page, choose **Archive Course**



Under **Select Copy Options** choose whether or not to include the grade center history. Under **File Attachments**, it is important to make sure that **you INCLUDE copies of the files outside of the course default directory**.

### 1. Select Copy Options

✱ Source Course ID      John\_Test\_1

☐ Include Grade Center History (increases file size and processing time)

### 2. File Attachments

*Choose between copying only the links to files or the links and new copies of every file attached within the course.*

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

Click **Submit** when finished. You will be notified via email when the export is completed and your file is ready to be downloaded.

### YOU'RE NOT DONE YET!



Upon receiving the email, navigate back to the **Export/Archive Course** page and you will see a link named **ArchiveFile\_CourseID.zip**. Click the link and download the zip file to a location of your choice. Your course has NOT been archived until you save the zip file. It is **VERY IMPORTANT** that you're mindful of where you save the file, because once the course is deleted from the server, the linked backup zip file is gone as well.