

Archive, Export & Import Course Materials

Archive Course: Archiving creates a permanent record of a course including user data and interactions (grades, discussion board postings, etc.). This information may only be accessed if the course is exported back into Blackboard. Although Blackboard archives every course at the end of the semester, instructors are encouraged to archive their courses for themselves.

Export Course: Exporting creates a Zip file of course content that can be added to another course. *You cannot save user data and interactions.* (student names, grades and discussion board postings) The zip file feature allows for course portability, so the course can be copied onto a thumb drive or desktop.

Import Package: Use the Import pack option to move archived or copied content into another course. Instructors may import the entire package, or specifically import course materials.

Archive Course

The screenshot shows the Blackboard Control Panel navigation menu. The 'Packages and Utilities' option is highlighted with a box labeled '1'. Below it, the 'Export/Archive Course' option is highlighted with a box labeled '2'. The 'Export/Archive Course' sub-menu is open, showing 'Export Package' and 'Archive Course' options, with 'Archive Course' highlighted by a box labeled '3'. Below this, the 'SELECT COPY OPTIONS' section is visible, with the 'Include Grade Center History' checkbox checked and highlighted by a box labeled '4'.

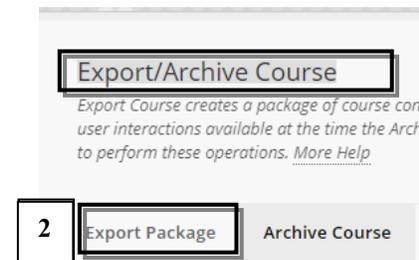
1. On the *Control Panel*, click **Packages and Utilities**.
2. Click **Export/Archive Course**.

3. Click **Archive Course**.

4. The *Archive Course* page opens. Locate *Select Copy Options*, and Click the **checkbox** Include **Grade Center History**.
5. Click **Submit**. You will receive confirmation email through *Cardinal Mail* when the archive is complete.

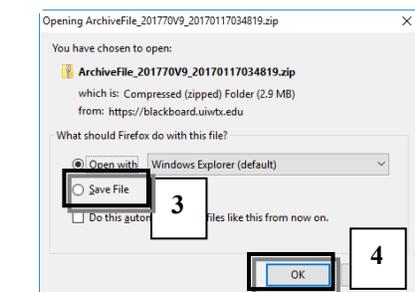
Blackboard archives courses from previous semesters. We recommend that you archive your courses at the end of the semester. Archive saves all course materials as a zip file.

Export Course



1. Upon receipt of the *Archive email*, Click **Export/Archive Course** on the Control Panel.
2. Choose the **Export Package** link.

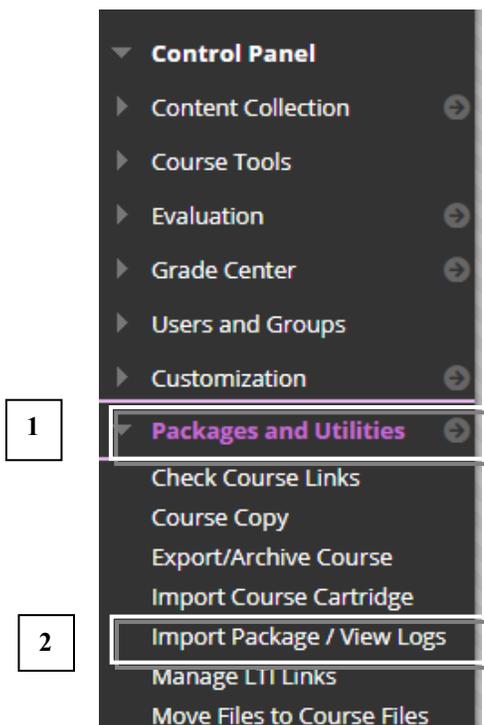
[ArchiveFile_Bb9TrainingCourse_20100323042206.zip](#)



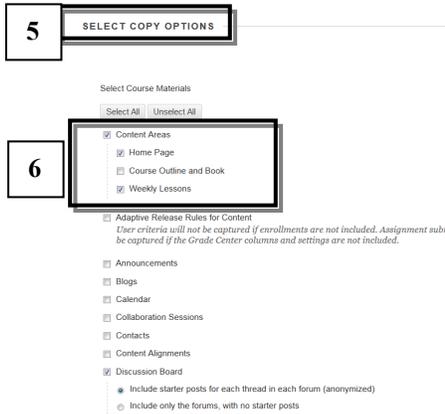
3. The *File Download Dialogue Box* opens. Click **Save File** and choose a location. (You may want to save a copy in your course file and on your OneDrive).
4. Click **OK**

Import Package

Package option is used to move archived or copied content into another course. Instructors may import the entire package or specify which course materials will be uploaded into a course. The Import Package feature also allows instructors to import pre-packaged material into their course.



1. On the *Control Panel*, click **Packages and Utilities**.
2. Click **Import Package/View Logs**.
3. On the *Import Package/View Logs* page, click **Import Package**.
4. The Import Package page opens. Locate *Select a Package*, and click the **Browse** button to locate the package on your computer.



5. The *Select Copy Options* list opens, click the **checkboxes**  to select the *Course Materials* that you want to move
6. These may include:
 - **Content Areas**
 - **Discussion**
 - **Grade Center Columns and Settings**
 - **Tests, Surveys, and Pools**
7. Click **Submit**