WHY WOULD YOU USE THIS FEATURE:
Exporting a course allows the instructor to select parts of the course to keep for future use in the same course or other course. If you want to reuse course materials, exporting your course is the best tool. It is recommended that you export your course at the beginning of every semester when you have finished creating and organizing your course; this will provide the cleanest export file. You may also choose to export your course after significant changes are made to the content or at the end of the semester. This tutorial will go over how to export your course.

HOW TO EXPORT YOUR COURSE:
1. Access the course you wish to export within Blackboard.
2. From the Control Panel click **Packages and Utilities** then click **Export/Archive Course**.
3. Select **Export Package**.
4. Click **Calculate Size** to make sure that your exported file will not be too large to import (over 500 MB).

5. Select the materials you wish to include in the Export file by checking the box to the left of the specific course material(s) For exports that require packaging in parts due to size, write down what parts you will export first, second, third, etc.

6. Click **Submit**

7. An email will be sent to you when the process is complete

8. When complete, the export file (a Zip file) will be added to the Export/Archive log in Blackboard. You can access this again by clicking **Export/Archive Course** under Packages and Utilities from the Control Panel

9. Once the export file appears in the list, you can click on it and save the file to your computer or external storage device. **You have not saved your exported course information until you download the zip file from Blackboard to your computer** or other storage device. To save right click on the link and choose **Save Link As**.

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If your course exceeds the package limit you must export in parts
10. Select your Desktop or another location and click **Save**. DO NOT rename the file.

11. The file is now saved and is ready to be imported. DO NOT unzip the file or remove any contents from the package.

12. Downloading the exported zip file does not remove it from the Blackboard system. You may want to remove the zip file from the Export/Archive Manager page after saving. Each zip file counts against the course quota. Click **Delete** from the drop-down menu.