

## ARCHIVE, EXPORT AND IMPORT COURSES

Blackboard version 9.1

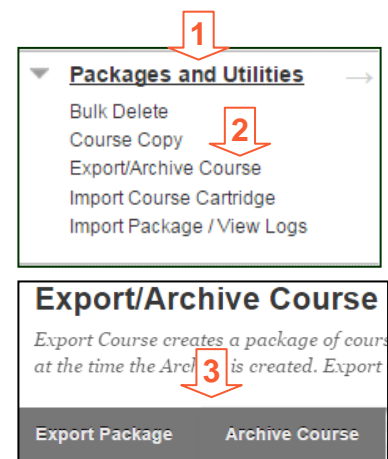
### I. ARCHIVE\ EXPORT YOUR COURSE

By the end of each semester, Faculty members are advised to save the content of their courses to an offline version for future use by using the Archive or export options.

**Export Course** creates a package of specific course content that you can specify.

**Archive Course** creates a package of a course including all the content and user interactions available at the time the Archive is created.

- Open the course from the **Course List** Module found in the **My Courses** Tab
- Click on **Packages and Utilities** section in the **Control Panel** [1]
- Click **Export/Archive Course**. [2]
- Click **Archive Course** or **Export Package** [3] *Note: archive option is recommended*
- Click **Submit**
- When a package is exported or archived, it does not appear on this page immediately. An email is sent to you as soon as the system has created the package and now its ready for you to download it.
- Once you receive the email, Click on **Export/Archive Course** page in the **Packages and Utilities** section in the **Control Panel** or click **Refresh** button on the page if you didn't close it.
- Click on the package **link** that you want to download. [4]
- Click **Save** and choose the appropriate location to save the .zip file.



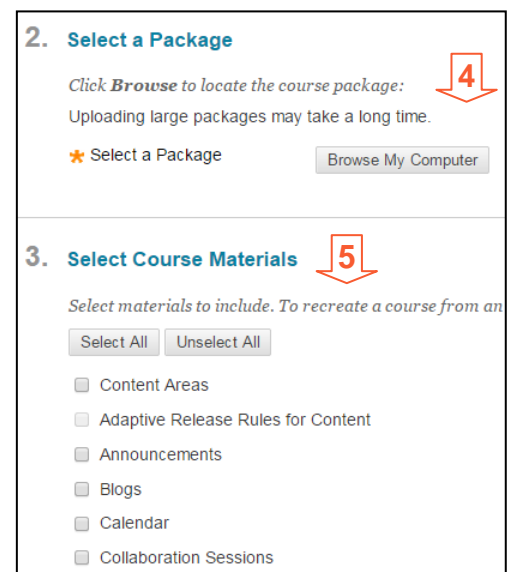
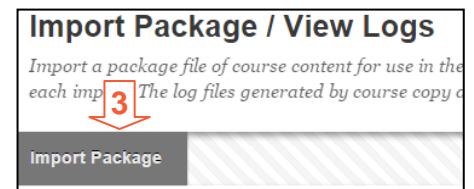
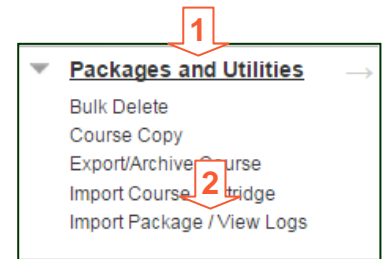
For More information please visit the [online Instructor Manual](#)

## II. IMPORT YOUR COURSE

A course import package is a .zip file of exported course content. Importing a course package into an existing course copies the content of the package into the existing course.

To **Import** course content to an existing course, please do the following :

- Open the course from the **Course List** Module found in the **My Courses** Tab
- Click on **Packages and Utilities** section in the **Control Panel** [1]
- Click **Import Package / View Logs** [2]
- Click **Import Package**. [3]
- Click **Browse** to search for the package from your computer. [4]
- Select the course materials to include [5]
- Click **Submit**.



## III. FOR HELP

