EXPORTING OR ARCHIVING YOUR BLACKBOARD COURSE

You may wish to download your course content from Blackboard either for your records, to save for accreditation reasons, or if you leave Mercer. There are several ways you can download your content. See the options below for retaining access to your course materials.

What is EXPORTING?	What is ARCHIVING?
• An export is a ZIP file you can use to import to a new course shell. The export file doesn't include any users or user interactions with the course. Only course content.	• An archive is a zip file used to restore a course. It is a permanent record of your course. Archiving a course creates a more complete record, including all the content, course statistics, users, and course interactions, such as blog posts, discussions, and grades. Only administrators can unarchive a course.

When to EXPORT Information	When to ARCHIVE Information
• If you want to save the course to reimport the content to for an upcoming term	• If you may need to completely restore the course, including student submissions and grades
• Sharing with colleagues	• For accreditation purposes
• Import to another LMS	• Backup
• As a backup/for your records	

- If you just want to be able to reuse specific files, downloading the course files is the best bet.
- NOTE: Assignment annotations **will not restore** so if you want a record of those, you will need to download those individually.
- If **ARCHIVING**, be sure to save the file in a sure secure storage solution like OneDrive.

HOW TO EXPORT A COURSE

Here are the steps for exporting a course or organization:

1. Log into Blackboard and navigate to your course or organization you wish to export.
2. Expand the **Packages and Utilities** section of your control panel (found on the left-hand menu).
3. Select **Export/Archive Course** or organization if appropriate.
4. Choose the **Export** button.
5. For **File Attachments**, we recommend selecting these two options: **Copy links, include copies of the files in the course default directory** and **Copy links, and include copies of the files outside of the course default directory**.

6. Click on the **Calculate Size** button to ensure you are under the size limit (1.5 GB is the limit).
7. Select course material that you wish to include by clicking on the appropriate checkboxes.
8. Click on the **Submit** button.
9. Once the export file has been created, click on the **Export/Archive Course** link to retrieve it.
10. Click on the file link to download it to your computer.

We recommend that you save the file to a flash drive or your OneDrive account.

HOW TO ARCHIVE A COURSE

Archive Course

Archiving a course is very similar to exporting a course. The major differences are that you will not be able to create a course from your archive (only an administrator can do this) and that student data is also included in an archive.

Here are the steps for archiving a course or organization:
1. Log into Blackboard and navigate to your course or organization that you wish to export.
2. Expand the **Packages and Utilities** section of your control panel (found on the left-hand menu).
3. Select **Export/Archive Course** or organization if appropriate.
4. Choose the **Archive** button.
5. Click the **Include Grade Center History** checkbox, if you want this information included.
6. For File Attachments, recommend selecting these two options: **Copy links, include copies of the files in the course default directory** and **Copy links, and include copies of the files outside of the course default directory**.

7. Click on the **Calculate Size** button to ensure you are under the size limit. If not, you can click on the **Manage Package Contents** to tailor what will be included.
8. Click on the **Submit** button.
9. Once the export file has been created, click on the **Export/Archive Course** link to retrieve it.

10. Click on the file link to download it to your computer.

⬡❗	***We recommend that you save the file to a flash drive or your OneDrive account.**

What to select when exporting or archiving?

Course Export Decision Table		
EXPORTING from MSTR shell	**EXPORTING from the PREVIOUS course**	**EXPORTING to and from another LMS or your records**
Course Files Default Directory - Copy only links to course default directory files. **Files Outside of the Course Default Directory** - Copy only links to files stored outside of the course default directory.	**Course Files Default Directory** - Copy links and includes 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.	**Course Files Default Directory** - Copy links and includes copies of the files in the course default directory **Files Outside of the Course Default Directory** - Copy links and include copies of the files outside of the course default directory.
What does this mean? No files are included in the export. The export will have the same links as the source with links that point back to the original location as defined in the source. Since the source is a master course or template, the links should be relatively stable.	**What does this mean?** This will make copies of linked files, but ONLY those files that are linked. Files within the course's home folder that are not linked to any content within the course are not included in the copy. If you think you have files that may exist outside your course directory, it's a good idea to review your content and make sure everything is associated with the course itself, a master course, or Box. Once a course is retired off Blackboard, the content links will break.	**What does this mean?** This will make copies of ALL files in the course's home folder whether those files are linked to course content or not. For example, if you had a lecture you no longer use, but it's still in the Blackboard course, then that file will be exported. You will need to manage permissions on items to include copies of these files. If you do not have permission configured, your students may not be able to access some files when the course is imported. If any content was originated in another course that was assigned to another instructor, you will not be able to export the content unless those permissions have been updated.