

Blackboard Learn 9.1

EXPORT YOUR COURSE

The export course feature creates a package of the course content that you can import and use to teach another course with the same content. Unlike the archive course feature, the export course feature does not include any user interactions with the course—it only includes the content and the tools.

Files within Course Files that are not used in the course or not linked in the course are not included when exporting.

Export packages are downloaded as compressed ZIP files and are imported in the same format. Do not unzip an export package or delete files from the package, otherwise the package will not be imported correctly.

To access the Export/Archive Course page:

1. On the **Control Panel**, expand the Packages and Utilities section and click Export/Archive Course.
2. On the **Export/Archive Course page**, click Export Package on the Action Bar.
3. On the **Export Course page**, select whether to include only the links to course files or to include the links and copies of the course files content. (If this is to roll over to a future course, select “links only”. Your files should be already be stored in your virtual drive in Content Collection, and should only link to your courses)
4. In the Select Course Materials section, select the check boxes for each course area and tool to export.
5. Click Submit.

GETTING HELP WITH BLACKBOARD

For One-on-One Coaching – send an email to distance@necc.mass.edu
[Center for Instructional Technology website](#)