

Exporting Course

Logon to Blackboard

Log on to the course you want to)

- Select the course you want to export (save)
- Select **Control Panel**
- Select **Export Course** in the **Course Options** panel
- Click the **Export** button on the top left-hand side of the next screen
- Choose the folders (materials) that you want to export by clicking the check boxes to the left of the items
- Click **Submit** when complete

You will receive an email message (sent to the email address in Blackboard) indicating that the export is complete. The email will state: *“The operation has completed. The file may be downloaded from the Control Panel.”*

NOTE: Make sure that you examine the email for any Warning/Error messages indicating that the export file has errors For example:

“Warning: The content file named "... associated with the content record ...cannot be located within the system and therefore will not be copied.”

If you need assistance, contact eLearning Services elearning@ltu.edu

Saving Course

You will need to go back into the Blackboard course.

- Select **Control Panel**
- Select **Export Course** in the **Course Options** panel. You will now see the zip file that was created
- Click on the filename and it will prompt you to **“open or save”**
- Choose **Save**; select a location on your computer to save the zip file
- Click **OK** when complete - you can log off Blackboard. The zip file will be on your computer
- The exported file is now available for import in a future course

NOTE: Remember this is a zip file -

If you would like to *“browse”* the contents there is an app created by Univ. of North Carolina called **BFree** that will let you see the files. The following URL gives an explanation of the app:

<http://its.unc.edu/tl/tli/bFree/about.php>

Scroll down the page to the *“Click Here to Download”* if you would like to save/use Bfree.