


## Export Course

Remember, the export function saves the course content in a zip file. Use this function for future use of the course content in another course. Follow these steps to export your course content:

1. Login to Blackboard
2. Select the course
3. Click **Control Panel**
4. Click **Export Course** in the **Course Options** box
5. Click  **Export**
6. Select materials to include in the export
7. Click **Submit**

You will receive a message that an email will be sent when the action is completed.

8. Click OK

Once you receive the email from Blackboard Administrator:

9. Click **Export Course** in the **Course Options** box
10. Click the **File name** – export file names begin with **ExportFile...**
11. You will be asked to **Open** or **Save** the file, click **Save**
12. Select the file location (we recommend you save the file on your network or P: drive)
13. Click **Save**

**Note:** Do NOT unzip this file or remove files from the folder! If you do, you will not be able to import the zip file into a Blackboard course.

Export course now allows you to save multiple files of your course. For example, you may want to save the Content areas separate from the quizzes. You have the option to remove an export by using [Remove](#). You now have access to a log and a detailed log. The log shows errors that may have occurred during the export. The detailed log also provides download times.