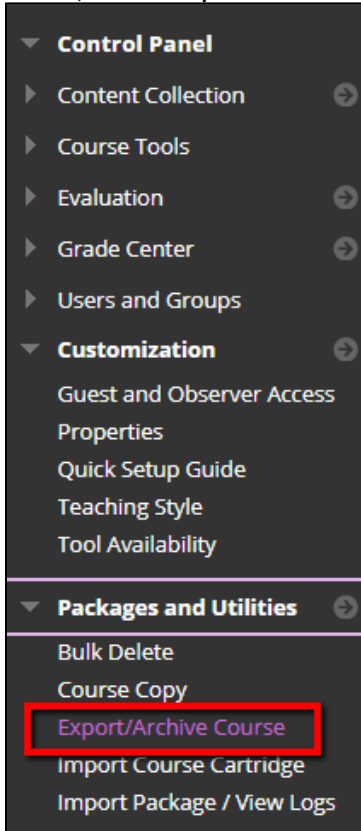


How to Export Your Course

Exporting a course is a great way to save your work if you'd like to keep a digital archive of the materials.

Step-by-step guide

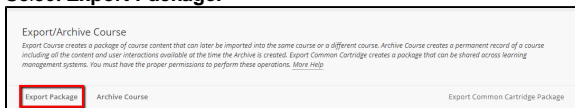
1. On the bottom left of your course site, under the **Control Panel**, click to expand **Packages and Utilities**, then click **Export/Archive Course**



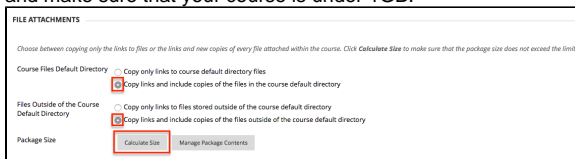
Related articles:

- [How to Annotate with Inline Grading](#)
- [How to Log In to Blackboard Learn](#)
- [How to Create and Deploy Tests in Blackboard](#)
- [How to Add Web Content Through Course Files](#)
- [How to Create an Item](#)

2. Select **Export Package**.



3. Select the second option on each of the **File Attachments** options. Then select **Calculate Size** and make sure that your course is under 1GB.



If your course is larger than 1GB it cannot be imported successfully. Access the course [Content Collection](#) and [remove any unnecessary or duplicated files](#) to reduce the course size.

4. Choose the sections and content areas of your course that you would like to export. Select all that apply, and then click **Submit**.

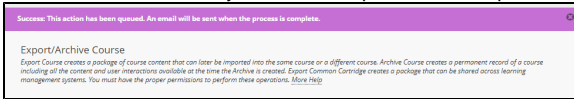
SELECT COURSE MATERIALS

Select materials to include in the export package. For a package to serve as an exact record, including user records, use archive instead of export.

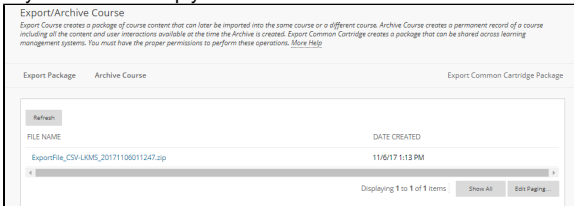
Select All Unselect All

- Content Areas
 - Home Page
 - Information
 - Tests and Quizzes
 - Content
 - Surveys
 - Assessments
 - Assignments
 - Sample
- Adaptive Release Rules for Content
- Announcements
- Attendance
- Blogs
- Calendar
- Contacts
- Content Alignments
- Discussion Board
 - Include starter posts for each thread in each forum (anonymized)
 - Include only the forums, with no starter posts
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
 - Availability
 - Banner image
 - Course Guest Access
 - Course Observer Access
 - Duration
 - Language Pack
 - Navigation Settings
- Tasks

5. Next, you'll see a green success bar. It can take up to 30 minutes for your course to export. An email will be delivered to you when the operation is complete.



6. After you receive the notification email, back on the **Export/Archive Course** page will be a link to your course. Simply click on it to download the file.



For questions or comments, contact the Computer Services Help Desk
HelpDesk@MissouriState.edu
 417-836-5891