

Exporting Course Content

Instructors are encouraged to perform a course export to preserve content for re-use in a future course. The course export process **does NOT** preserve course grade records. The grade book download process is a separate procedure.

To perform a course export, enter the course to be exported and click on the “Control Panel” link. Next, click on the “Export Course” link.

| JTB_2005_APPPACK3: New Course for Testing Purposes - Jeremy Bond (Instructor) | |
|---|--|
| Content Areas | |
| Course Information | Course Calendar |
| Course Documents | Misc. Information |
| Assignments | Syllabus |
| External Links | Books |
| Course Tools | |
| Announcements | Collaboration |
| Course Calendar | Digital Dropbox |
| Staff Information | Glossary Manager |
| Tasks | Messages |
| Send Email | Add Users by Role |
| Discussion Board | Turnitin Assignments |
| Course Options | |
| Manage Course Menu | Course Copy |
| Course Design | Import Course Cartridge |
| Manage Tools | Import Package |
| Settings | Export Course |
| Recycle Course | Archive Course |
| User Management | |
| List / Modify Users | Enroll User |
| Create User | Remove Users from Course |
| Batch Create Users | Manage Groups |
| Assessment | |
| Test Manager | Gradebook |
| Survey Manager | Gradebook Views |
| Pool Manager | Performance Dashboard |
| Course Statistics | |
| Help | |
| Support Manual | |
| Contact System Administrator | |

The Export/Archive Manager will appear next. If any course export or archive files have been previously generated, they will be listed in place of “No packages exist for this course.”



No packages exist for this course.

To set parameters for the export, click on the “Export” button. The next screen lists all of the major sections, content types and settings available for export. If you want to create a more complete offline record of a course, including user records, (grades, etc.) use “Archive” instead of Export.

Check the boxes next to each course area to be exported. After making the desired selections, scroll to the bottom of the page and click “Submit.”

1 Course Selection

* Source Course ID BCA311-064-12745

2 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.

- Content
 - Course Information
 - Course Documents
 - Assignments
 - External Links
- Adaptive Release rules for content
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Glossary
- Gradebook Items and Settings
- Group Settings
- Settings
- Staff Information
- Tasks
- Tests, Surveys, and Pools

NOTE: Checking “Gradebook Items and Settings” exports the gradebook STRUCTURE and SETTINGS only. Student grade values are NOT exported. Downloading the grade book is a separate process.

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

The export process will be queued and processed by the server as soon as possible. The amount of time it will take to complete will vary based on the size of the exported materials and the volume of requests. When the process is complete, an email is sent. The email reads as follows:

The operation has completed. The file may be downloaded from the Control Panel.

Upon receipt of the email, the export file is available for download. Enter the course, click on “Control Panel” and click “Export Course.” The Export/Archive manager will now include a link to the download file. Click on the file name to begin the download process.

Export/Archive Manager

| File Name | Date Created | Log | Detailed Log | Remove |
|--|-------------------|---------------------|------------------------------|------------------------|
| ExportFile_SummerInst04_20061023110257.zip | 10/23/06 11:03 AM | Log | Detailed Log | Remove |

Save the export file to an easy-to-find location. This file can be imported into any Blackboard course site to restore or reuse course contents.