

Exporting Course Content to Use as an “Archive” / Backup

If you want to keep an off-line copy of your course site as an “archive” / backup (content only; no student data) to be imported at some future time to a new site, you can use the **Export / Archive Course** tool.

You will not be able to access anything in the offline archived site. To view the contents you must import the archive into a new Blackboard site.

1. Go to your site, select **Packages and Utilities** from the **Control Panel** menu, and then click **Export / Archive Course**.
2. Click **Export** and select everything you want to export. Be sure to click **Settings** if you have customized anything in the menu, tools, etc. of the course site. **Do NOT click Enrollments**. Then click **Submit**.

NOTE: This may take a while, depending on how much material you have in your course site. If you see a message to the effect that “no packages exist for this course,” check back after waiting a while. Click **Export / Archive Course** again and you will see a link that looks something like this:

[ExportFile_W4567_A_081_20080424024157.zip](#)

3. Click the link to save the resulting file to your computer. (It's a ZIP file with a name that will look something like this: ExportFile_W4567_A_081) *Don't open this file or do anything with it.*

To import the content into your new site...

1. Go to your new site, select **Packages and Utilities** from the **Control Panel** menu, and then click **Import Package / View Logs**.
2. Click **Import Package**, then **Browse** and find the file you exported.
3. Select the content that you want to import and click **Submit**. You'll see a confirmation. It may take some time for your content to be imported, depending on the size of your export file.