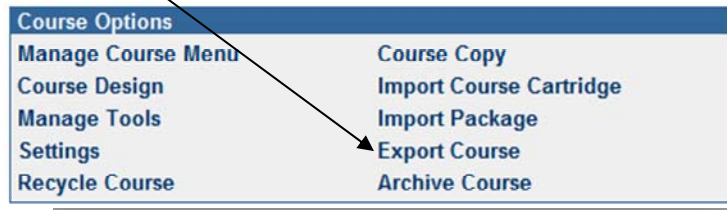


Creating a Back-up of My Course

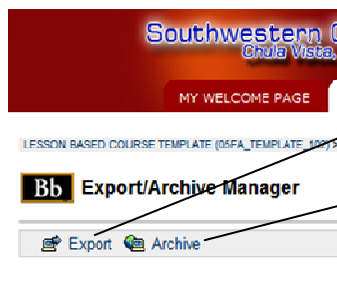
The **Export Course** feature creates a package of the course content that can be stored for safekeeping or later be imported into *Blackboard* and used to teach another course with the same content. This is not the same nor does it replace the Course Copy feature. It is important to note that **Export Course does not include any user information with the course**—it only includes the content of the Course. Therefore, Export Course is useful when course materials will be reused later to teach a new set of Students. *If you want to include all students and their work, choose ARCHIVE COURSE.* The process is the same. It will not delete the content in the course. This back up cannot be edited outside of Blackboard.

Step 1: Click on the "Control Panel" button (at bottom left of screen).

Step 2: Click the **Export Course** link in the *Course Options* area of the Control Panel.



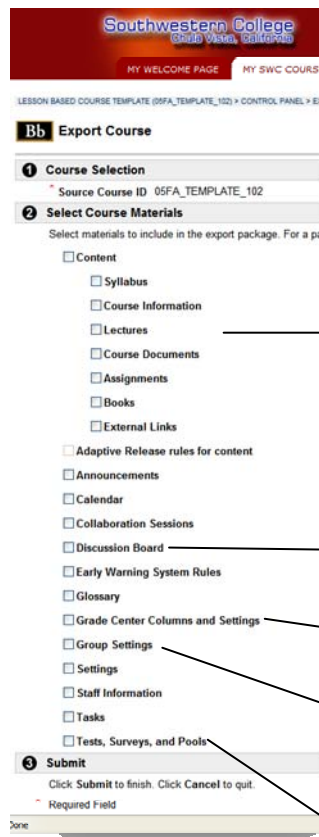
Step 3: Choose either Export or Archive depending on whether you want students and their work included. Archiving your course includes students and their work/grades



Export includes: Only instructor created or publisher content and not students or their grades/work

Archiving includes all instructor or publisher course content and students and their work/grades.

Step 4: Choose the content you want to export [EXPORT COURSE].



Content includes: All of this section which may appear different depending on how your course is configured. Click on the **CONTENT** checkbox to automatically check all of the course content listed below

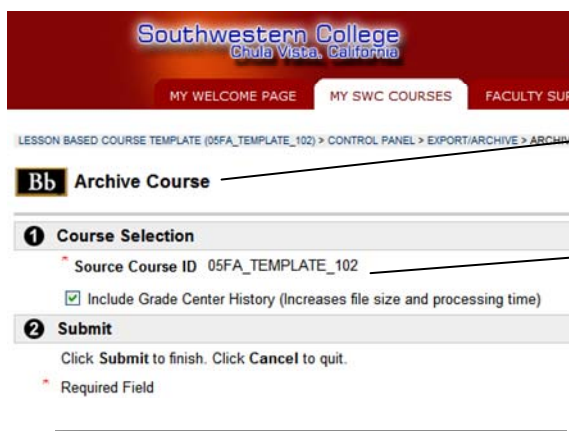
Course Settings Include: Course Entry Point, Navigation buttons, Tools, and Communication areas.

Discussion Board Includes: the Discussion Forums but *not* the messages.

Grade Center includes the columns but *not* the students or the marks.


Groups Include: The Group Names and Discussion Forums but not the Group Members.

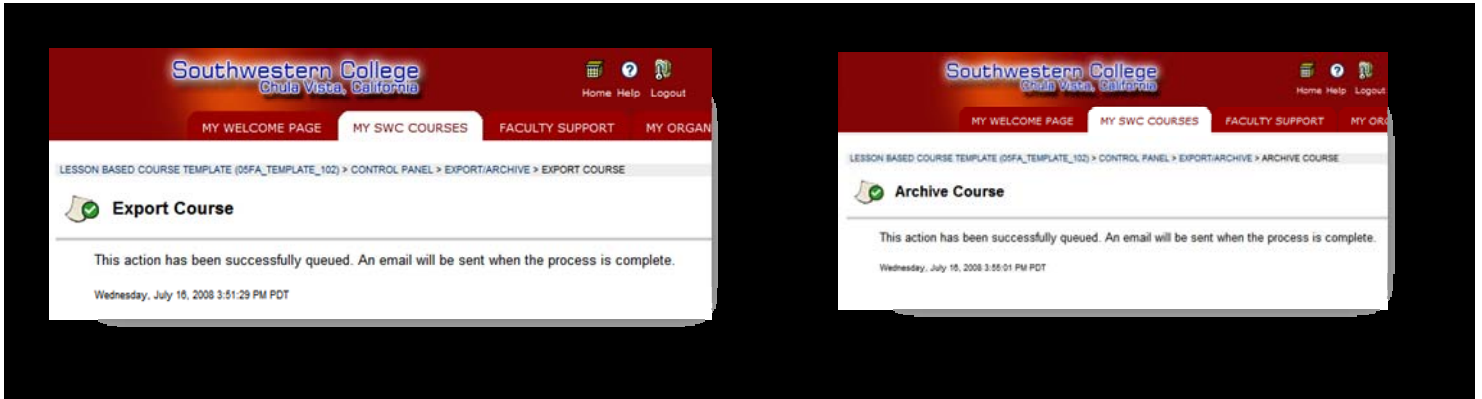
Tests, Surveys and Pools include all deployed and un-deployed.



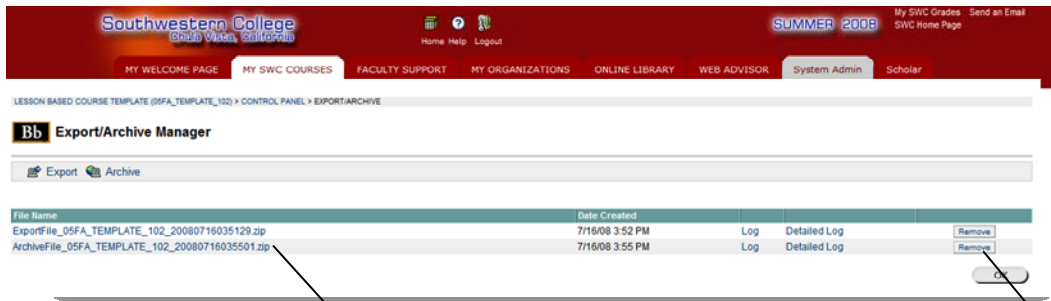
This is the different screen you will see when you choose **ARCHIVE** instead of **EXPORT** course

Notice it lists your Course ID and defaults with the checkmark in the "Include Grade Center History" box (recommended).

Step 4: Click Submit 
 This will be your receipt of the process:



Step 5: To find your course export or archive go back to your control panel and click on either archive or export course (steps 1-3 above):



Click on the export or archive file link, choose SAVE from the pop up window, and save it a secure place on your computer hard drive

Click on REMOVE if you decide not to download the file

