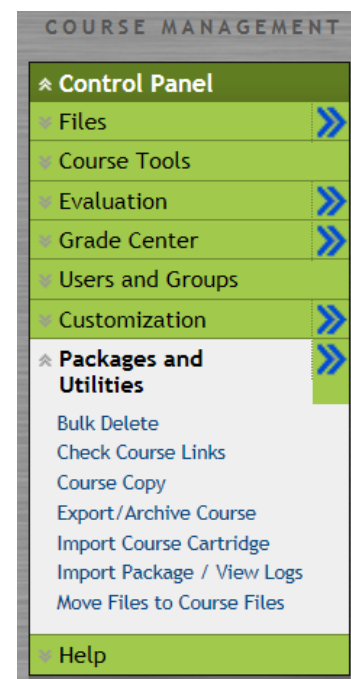


Backing-up Course Content

You have several options of backing up your content:

I. Copy contents of the course into a developmental shell for future using and editing.

- Login to Blackboard and go to the course that needs to be backed-up
- In the green Course Management menu – select Packages and Utilities
- Select Course Copy, find a development shell to copy content to
- Select all content that you would like to copy and submit
 - *be sure to check Grade Center and Tests, Surveys, and Pools – if you are copying exams and assignments).
- Click Submit and wait for a confirmation email from Blackboard.



II. Create FULL (archive) or PARTIAL (export) zipped file of the course, save it on your desktop to be upload into another Blackboard course.

- Login to Blackboard and go to the course that needs to be backed-up.
- In the green Course Management menu – select Packages and Utilities.
- Select Export/Archive Course.
 - *Select Export to back-up to select components to back up (structure, content, tools)
 - * Select Archive to back-up entire course (with submissions and grades)
- Click Submit and wait for the confirmation email from Blackboard.
- A zipped file will be created by Blackboard and visible to you (as shown)
- Click on the file and save to a location on your computer. Do not open or unzip it – it may become unusable.

File Name	Date
ArchiveFile_A[redacted]_dev_001_20121015042911.zip	10/1/12
ExportFile_A[redacted]_dev_001_20130620102804.zip	6/20/13

Displaying 1 to 2 of 2 items Show /

If you would like to see a demonstration of how to archive or export a course – watch this YouTube video: <http://www.youtube.com/watch?v=FsMvr5aiVH8>