

Exporting an “archive” of your course for backup or later use

You can export your course content to save as a backup or for later use. The export will be in the form of a ZIP file referred to as a “package.” While you will not be able to view material directly in this package, you will be able to import it into a new Blackboard site.

A. Get your new site ready

When you import material from your previous site to your new site, course menu buttons get imported along with course content. This can result in a potentially confusing duplication of menu buttons in your new site -- some with content and some without. As a first step, you can remove all of the menu buttons in your new (empty) course site by going to the **Control Panel**, clicking **Manage Course Menu**, and clicking **Remove** next to each button. (If you decide not to remove these buttons now, you can do so after importing your content, but at that point you will have to distinguish between menu items with content and those without content.)

B. Export the content from the original site

1. Go to the course that you wish to “archive” and click **Control Panel**.
2. Click **Export Course** (bottom of the screen) 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 Course** again 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.*

C. Then import the content into your new site...

1. Go to your new site and click **Control Panel**.
2. Click **Import Package**, then **Browse** and find the file you exported.
3. Select the content that you want to import and click **Submit**.
4. You'll see a confirmation. Click **OK**.
5. Your content will appear in the new course site.
 - o You may have some duplicated buttons (generally the first group) which you can remove by going to **Control Panel/Manage Course Menu** and clicking **Remove** to the right of the buttons that don't have content in them.