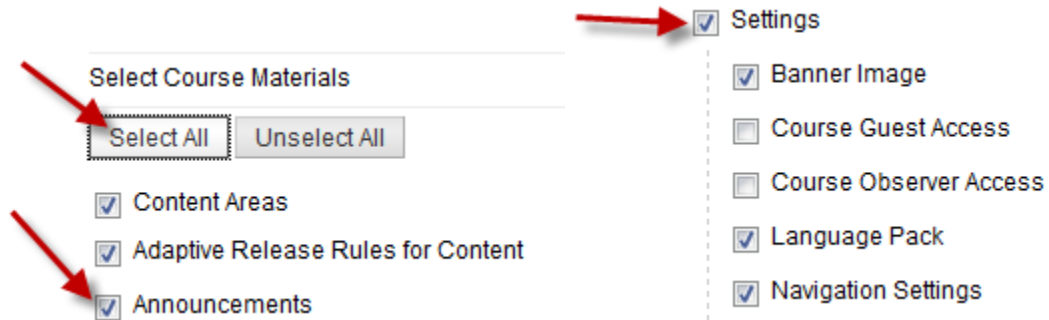
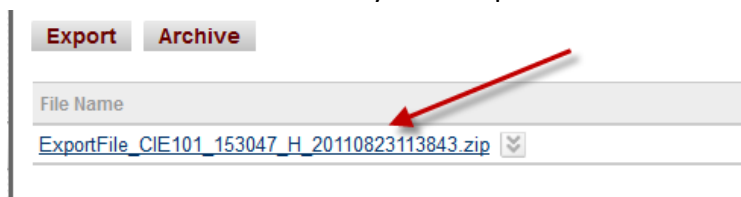


Export and Download a Blackboard Course

1. Go into the course you which to backup.
2. From the **Control Panel** choose **Packages and Utilities** and **Export/Archive Course**.
3. Choose **Export**.
4. Click on the **Select All** button to select all the **Select Course Materials** default options.
 - a. Under **Settings**, only the default text boxes should be checked. Refer to image below for an example.



- b. Remove the check mark for **Announcements**' text box, only if you do not want to post last Semester's Announcements. Otherwise, the dates will be carried over from last term.
5. Click **Submit**. The process will be queued and you will receive an E-mail when the process is complete.
 6. Once the process is complete, go into the course you backed up.
 7. From the **Control Panel**, select **Packages and Utilities**.
 8. Select **Export/Archive Course**.
 9. You should see the export file.
 10. Click on the file name to download it to your computer.



11. After you have downloaded the file, **Delete** it from your course.

