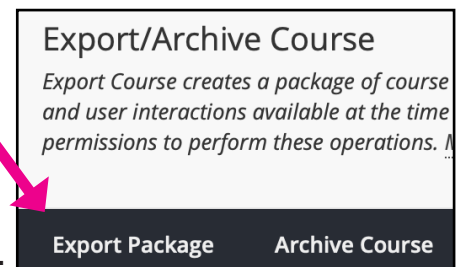
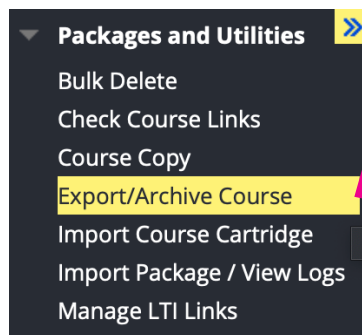


# How to Export Your Course in Blackboard

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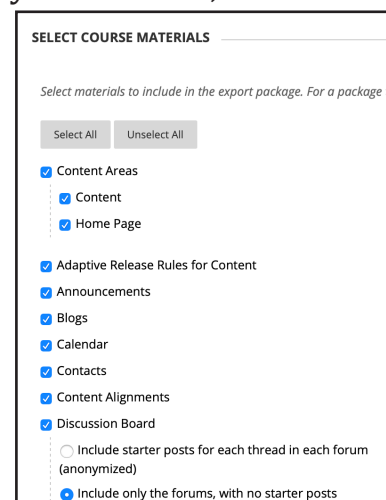
The export feature creates a ZIP file of your course that you can utilize to create a new course. Unlike archiving, exporting does not allow you to include any users or interactions.

1. Navigate to the course you would like to archive in Blackboard.
2. In the **Control Panel**, open the **Packages and Utilities** menu and select **Export/Archive Course**.



3. On the Export/Archive course page, select **Export Package**.
4. On the Export Course page, you do not need to make any changes to the file attachments options.
5. Under **Select Course Materials** click **Select All**. The only item you need to change is the selection under discussion board. Be sure that “include only the forums, with no start posts” is selected. Click **Submit**.
6. After a few moments, click refresh.

7. Left click on the link that appears and it will download to your hard-drive, most often to your downloads folder.



8. You have now saved the exported file to your own computer. The only way to utilize this file is by importing it back into Blackboard.

