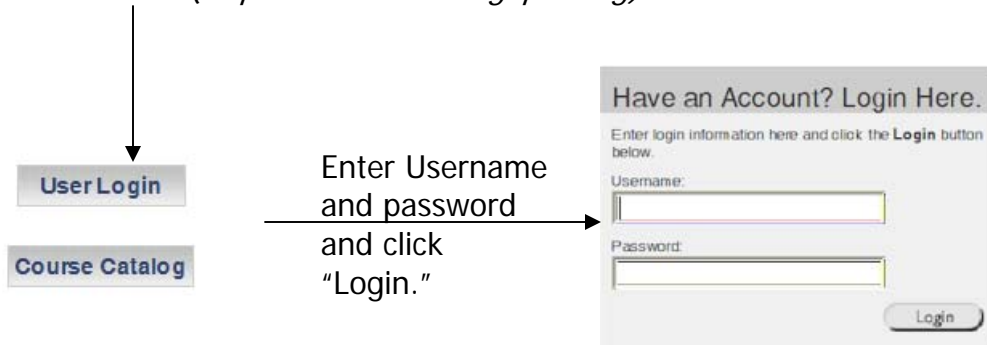


Blackboard Exporting/Archiving a Course

Export a course to save it for possible future use. The instructor can preserve the content and structure of the course. Exported files can be imported into the *Blackboard* system.

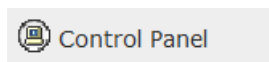
1. Login to *Blackboard* (<http://virtual-learning.ipisd.org>)



2. Select the course for exporting, from the "Courses you are teaching" list.

Courses you are teaching:

3. Locate and click "Control Panel" in the left frame.



4. Locate the "Course Options" banner in the lower left side of the control panel.
 - ◆ Export Course — saves all the content files added by the teacher.
 - ◆ Archive Course — saves the content files and student data.

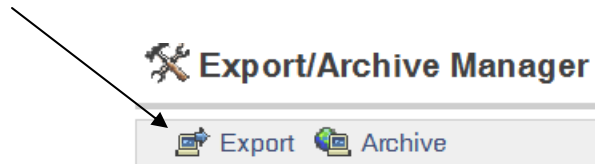
Course Options	
Manage Course Menu	Course Copy
Course Design	Import Course Cartridge
Manage Tools	Import Package
Settings	Export Course
Recycle Course	Archive Course


Export Course

1. Select Export Course from the Course Options section of the Control Panel.



2. Select the "Export" feature from the "Export/Archive Manager."



3. Select the components of the course to be exported. Click the  button.

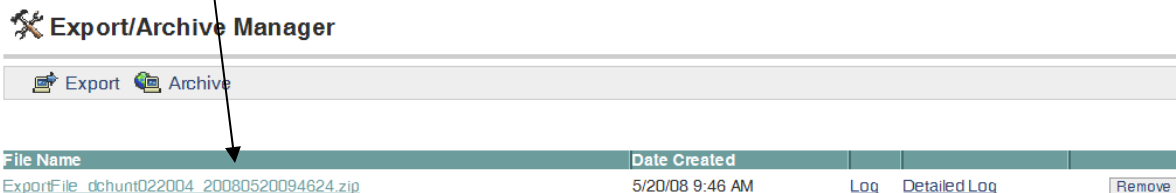
4. The *Blackboard* system will provide the following message:

Export Course

This action has been successfully queued. An email will be sent when the process is complete.

The system may not send an email. Check the Export/Archive Manager later in the day.

5. Right click the file to "save target as" and save it on your computer, usb drive, or archive to DVD.



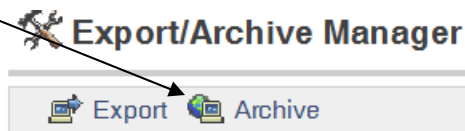
Important: Do not remove or add and files to the exported .zip file! If the .zip file has to be imported into *Blackboard*, the system may not accept a modified .zip.


Archive Course

1. Select Archive Course from the Course Options section of the Control Panel.



2. Select the "Archive" feature from the "Export/Archive Manager."



3. Select the components of the course to be exported. Click the  button.

4. The *Blackboard* system will provide the following message:

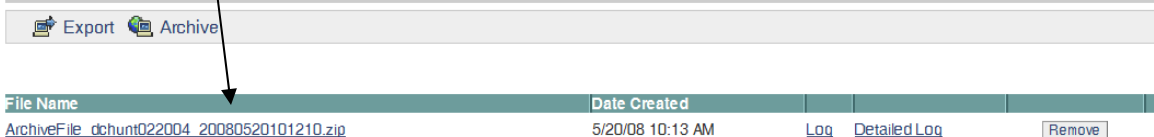
Export Course

This action has been successfully queued. An email will be sent when the process is complete.

The system may not send an email. Check the Export/Archive Manager later in the day.

5. Right click the file to "save target as" and save it on your computer, usb drive, or archive to DVD.

Export/Archive Manager



The archive can be used for later reference, but it cannot be imported into *Blackboard*.