How to Export Your Course Content

An export File contains all of your course content, whereas an archive file contains all course content and student data. Neither file can be opened outside of a learning management system (LMS) that supports importing Blackboard export/archive files. Student data can not be imported into another LMS.

Video instructions are also available.

1. Go to the Control Panel, click Packages and Utilities, then select Export/Archive Course.
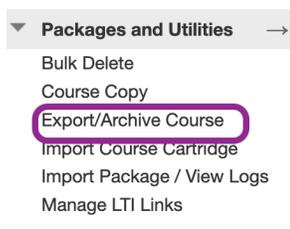
2. On the Export Course page, select Export Package.
3. In the File Attachments section, click the Calculate Size button.

   Note: There is a 1 Gigabyte file size limit within Blackboard's Export function.
4. If course size is over 1 GB, click on the Manage Package Contents button to view files and delete old files.
5. In the Select Course Materials section, click Select All.
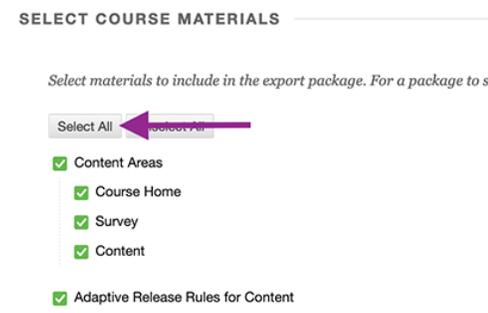
State University of New York at Oswego Division of Extended Learning and Campus Technology Services

a. Under the "Discussion Board" section, change the selection to "Include only the forums, with no starter posts"

☑ Discussion Board
    ○ Include starter posts for each thread in each forum (anonymized)
    ◉ Include only the forums, with no starter posts

6. Click the Submit button.
7. The export will begin processing. Processing time is dependent on the amount of content in the course. You will receive an email notification when the Export is complete.
8. Click the Refresh button if the file does not appear in the Export list.
9. Click the file to download and save to your computer.