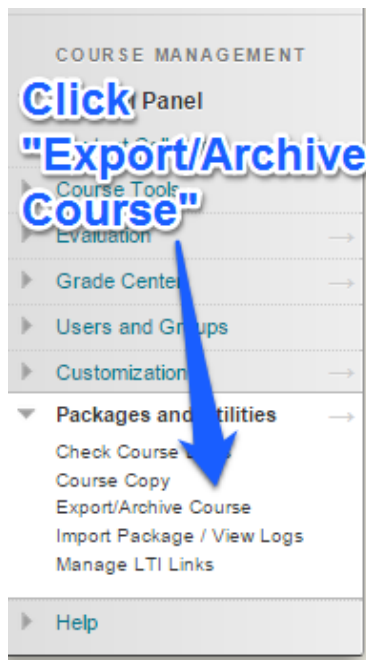


Courses in the UAF Blackboard Learn system are kept in the active database for 2 years. After that time, the courses are deleted from the system. If you'd like to keep a record of your course, you can either export or archive it. The difference between export and archive is listed below:

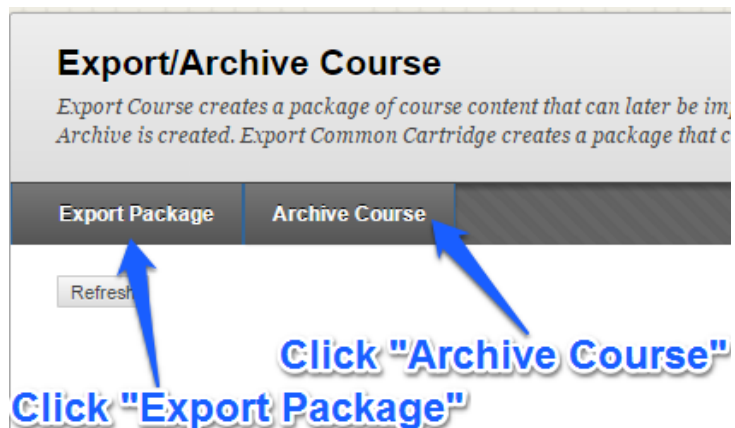
Export a Course	Archive a Course
<ul style="list-style-type: none"> You can choose what content is included in the export file Used to move content between courses or between faculty members can be imported by faculty using "Import Package" tool 	<ul style="list-style-type: none"> Includes all content of course including all student records Used as a backup file, especially at the end of a semester Faculty need to contact Support Center to restore course

Getting to Export or Archive



Log into Blackboard Learn go to the course you would like to export or archive. Under Control Panel-> Packages and Utilities click "Export/Archive Course".

In the Export/Archive Manager click on "Export Package" or click on "Archive Course".



Export Settings

1. Select Copy Options

* Source Course ID 

2. File Attachments

Choose between copying only the links to files or the links and new copies of every file attached within the course. Click **Calculate Size**

Course Files Default Directory

- Copy only links to course default directory files
- Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory

- Copy only links to files stored outside of the course default directory
- Copy links and include copies of the files outside of the course default directory

Package Size

3. Select Course Materials

Select materials to include in the export package. For a package to serve as an exact record, including user records, use archive instead

- Content Areas
 - Syllabus and Book
 - Course Materials
 - test
 - Assignments
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Contacts
- Content Alignments
- Discussion Board
 - Include starter posts for each thread in each forum (anonymized)
 - Include only the forums, with no starter posts
- Glossary
- Grade Center Columns and Settings
- Group Settings

If you add "Assignments"

Add "Grade Center Columns and Settings"

For Export Package you will get the following options(if you chose to Archive your course see the next page for Archive options). Under Section 3 Select the course materials you would like to include in your export file. **(Note: if you want to export any assessments in Blackboard you must export the Grade Center as well.)** Click Submit after you selected all the items you want to include.

Archive Course

- 1. Select Copy Options**
 Source Course ID
 Include Grade Center History (increases file size and processing time)
- Click "Include Grade Center History"**
- 

- 2. File Attachments**

Choose between copying only the links to files or the links and new copies of every file attached within the course.

Course Files Default Directory

- Copy only links to course default directory files
- Copy links and include copies of the files in the course default directory

Files Outside of the Course
Default Directory

- Copy only links to files stored outside of the course default directory
- Copy links and include copies of the files outside of the course default directory

Package Size

Calculate Size

Manage Package Contents

- 3. Submit**

Click Submit to proceed. Click Cancel to quit.

If you chose Archive Course you will see the options above (if you chose to export your course look at previous page for Export options). It is recommended that you include Grade Center History. Click Submit to start the archive process.

Confirmation

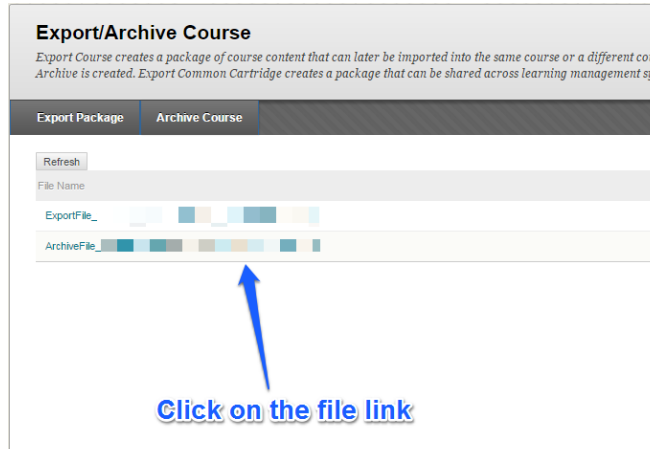
Success: This action has been queued. An email will be sent when the process is complete.

Export/Archive Course

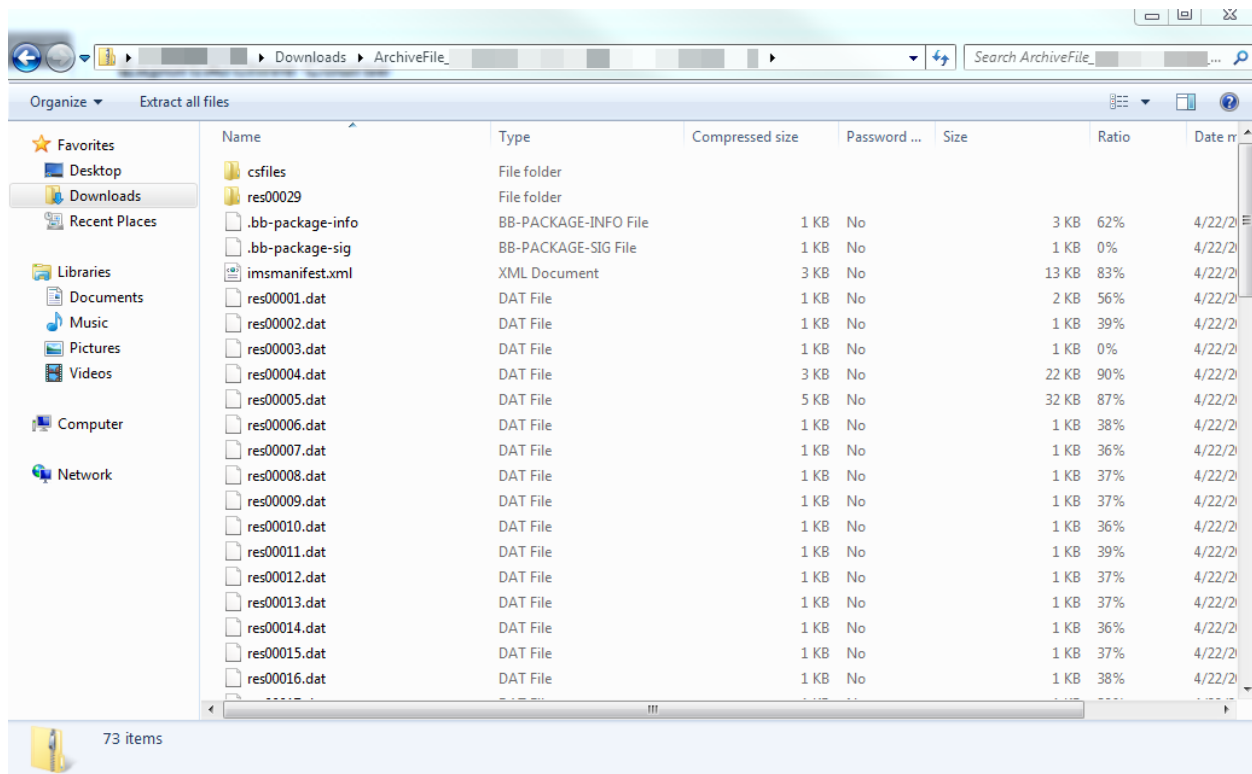
Export Course creates a package of course content that can later be imported into the same course. Archive is created. Export Common Cartridge creates a package that can be shared across learning

A green 'Success' bar will display at the top of the course screen to confirm that the export or archive process has started. An email will be sent to the instructor once the process has been completed.

Downloading



Once the process is completed, you can download the file from the Export/Archive Manager in the same Blackboard course. The time it takes to export or archive a course depends on the size of the course. Click on the file link to download the course file to your computer.



Your file should now be located in your downloads section of your computer under the course filename. You can save the file to anywhere on your computer. An export file can be imported into the course by using the Import Package tool under Control Panel->Packages and Utilities->Import Package/View Logs. An archive file can be restored by contacting the OIT Support Center at helpdesk@alaska.edu or (907)450-8300.