

## Downloading Course Content

You may wish to download your course content from Blackboard either for your records, to save for accreditation reasons, or if you leave the university. There are several ways you can download your content. See the options below for retaining access to your course materials.

### A few important notes:

- The most common need is to reuse course content in future semesters. If you just want to be able to reuse specific files, downloading the course files is the easiest and best option.
- If you want to save the course to reimport the content to Blackboard at a later date, exporting is the best option but do not unzip the folder.
- If you may need to completely restore the course, including student submissions and grades, archiving is the best option but you should NOT open the zipped folder or it will not import.
- Assignment annotations **will not restore** so if you want a record of those, you will need to download those individually and store on OneDrive.
- For accreditation purposes archiving may be sufficient but it is important NOT to unzip the folder or it will not restore.
- **Note on securing student grade and FERPA information:** **OneDrive** is the current recommended location to store protected FERPA data, such as student grade information. We recommend that all instructors create a OneDrive folder where any student FERPA data—including grade information, graded assignments, and student identifying information such as student ID numbers—is stored. IT Services recommends that these folders should not be shared with others for security reasons. Be sure to delete any downloaded files from your downloads folder on your computer.

### Exporting your course:

Exporting your course downloads all of the course content and materials into a .zip file that can be used to import back to Blackboard at a later date. This is primarily used to keep your course if you know you or someone may want to use this in the future.

1. *Login* to Blackboard.
2. *Click* **Courses**.
3. *Click* **Current Courses** at the top.
4. *Select* the course you wish to export.
5. *Click* **Packages and Utilities** under the Course Management in the left menu.
6. *Click* **Export/Archive Course**.
7. *Click* **Export Course**.
8. *Click* the box to select all content.
9. *Click* **Submit**.
10. You will get the following notification: "Success: This action has been queued. An email will be sent when the process is complete."
11. You can either *click* **Refresh** on the Export/Archive Course page if you are there or you can go back to that page
12. *Click* the link to download the archive of the course.

The .zip file will download to your computer. **DO NOT UNZIP BLACKBOARD ARCHIVE OR EXPORT ZIP FILES.** These files must remain zipped in order to be reuploaded to Blackboard.

[Export Course Video](#)

Importing your course:

To import an exported course to Blackboard, you will need to make sure you have the course exported as a .zip file.

1. Login to the Blackboard Course you wish to import into.
2. *Click* **Packages and Utilities** under the Course Management in the left menu.
3. *Click* **Import Package/View Logs**.
4. *Click* **Import Package**.
5. *Click* **Browse My Computer**.
6. *Find* and *select* the .zip file you want to import.
7. *Click* **Submit**.

[Import Course Video](#)

### [Downloading All Course Files:](#)

You have the ability to download all course files from your Blackboard Course into a .zip file. This will allow you to capture all of the files you posted in your course in one file that you may then UNZIP and view as individual files easily.

1. In your Blackboard course, *click* **Content Collection** under the Course Management section in the left menu.
2. *Click* the **course ID**.
3. At the bottom of the page, *click* **Show All**.
4. *Click* the box to select all.
5. *Click* **Download Package**.
6. All files will be downloaded to your computer.

### [Download Files Video](#)

### [Archiving your course:](#)

Archiving your course downloads all of the course content and materials including the grade center into a .zip file. This is primarily used to keep a record of your course. If you want to access these materials again to use in the future, we recommend that you export the course as well. It is easier to import an export of a course than it is to import an archive of a course. Archived course may not properly import.

1. *Login* to Blackboard.
2. *Click* **Courses**.
3. *Click* **Current Courses** at the top.
4. *Select* the course you wish to archive.
5. *Click* **Packages and Utilities** under the Course Management in the left menu.
6. *Click* **Export/Archive Course**.
7. *Click* **Archive Course**.
8. *Click* the box next to **Include Grade Center History** if you wish to include the grade center in your archive.
9. *Click* **Submit**.
10. You will get the following notification: "Success: This action has been queued. An email will be sent when the process is complete."
11. You can either *click* **Refresh** on the Export/Archive Course page if you are there or you can go back to that page.

12. *Click* the link to download the archive of the course.

The .zip file will download to your computer. **DO NOT UNZIP BLACKBOARD ARCHIVE OR EXPORT ZIP FILES.** These files must remain zipped in order to be reuploaded to Blackboard.

If you want an archive file restored, you will need to contact the Blackboard Administrator.

NOTE: some large courses might not be able to be restored from archive files.

[Archive Course Video](#)