



Blackboard Quick Reference Guide

Backing Up Course Content

For backup purposes, you can export your course content to a zipped file, then copy that file to a CD or USB flash drive for safekeeping.



The Export Course command does *not* export any student interaction, their names or their grades. The Archive Course command will include student interaction; use the following steps but substitute “archive” for “export”.

Exporting Course Content

Step 1: Log in to the Blackboard system.

Step 2: In the desired course, open the Control Panel.

Step 3: Under *Course Options*, click **Export Course**.

Step 4: Click  **Export**.

Step 5: Select the items you wish to include in the export.



Remember that you need to check the boxes for “Settings,” “Gradebook Items and Settings,” and “Tests, Surveys, and Pools,” if you are copying linked items (e.g., tests, surveys, assignments). To “play it safe,” check all boxes.

Step 6: Click **Submit**. You’ll see a message, indicating that your export request has been placed in a queue.



Depending on the length of the queue and the amount of content in your course, the export may only take a five minutes, or much longer. In any case, an email is sent to you, confirming that the export has been completed. Note any warnings that may appear in the email.

Step 7: Back in the course, go to Control Panel and click **Export Course** again. You’ll see a link to the zipped file.

Step 8: On a Windows PC, click the link and save the file to your desktop (or some other location). On the Mac, control-click and choose Save Link As (for Firefox) or Download Linked File As (for Safari).



See the next page for details on export behavior.

Exporting Behavior

COURSE MATERIAL	BEHAVIOR WHEN EXPORTED
Content	Exports course materials, including uploaded files, Learning Units, and links. Users may also select to include Course Information, Course documents, Assignments and External Links.
Announcements	All Announcements are exported.
Tests, Surveys, and Pools	All Assessments and Surveys, including questions and options for deploying them are imported. All Pools are exported.
Calendar	All Calendar items are exported to the new course.
Course Settings	Some Course Settings will be exported (see below).
Discussion Board	Discussion Board forums, including the initial message in the Discussion Board, are exported.
Gradebook Items and Settings	Items in the Gradebook, and their settings, such as type, categories, and display options, are exported.
Group Settings	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names.
Staff Information	All Staff Information is exported.

When **Course Settings** is selected, the following items are exported:

- Course Name
- Course Description
- Course Entry Point
- Course Design
- Course Banner
- Blackboard Tools
- Building Block Tools
- Content Tools
- Course ID
- Course Availability
- Guest Access
- Observer Access
- Course Duration
- Enrollment Options

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