

Export/Back Up Content without Students' Data

In Blackboard Learn, you may back up an entire course or select course components without students' data and save the backup file to your computer. A backup file can be imported to a course to reuse the content. Backing up a course may be needed in two cases: (1) when you move content from one course to another course and (2) after you have done a significant amount of work. There are three steps involved in backing up a course.

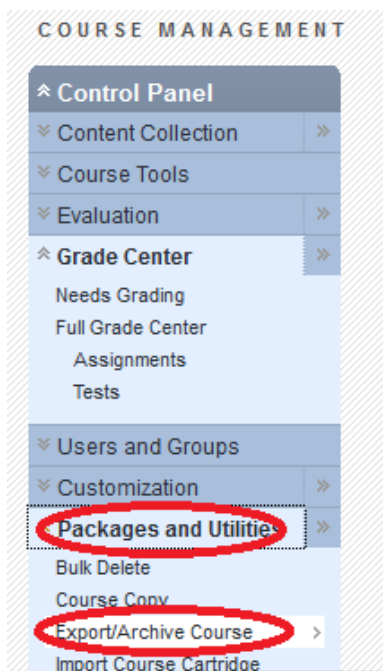
Step 1, Back up Course Content.

Step 2, Download the Backup File to Your Computer.

Step 3, Delete the Backup File.

Step 1, Backup Course Content

- (1) In the course you would like to back up, under "Control Panel", click "Packages and Utilities" and then click "Export and Archive Course".



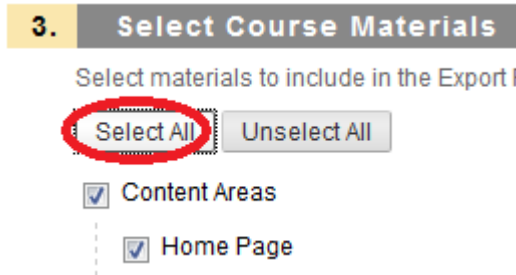
- (2) Click "Export" button.



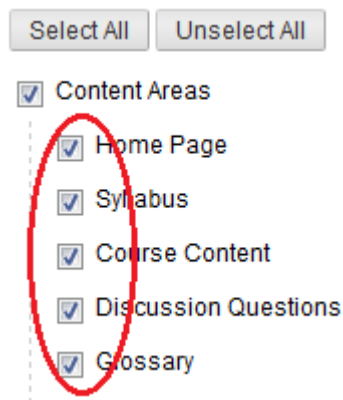
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(3) In “3. Select Course Materials”

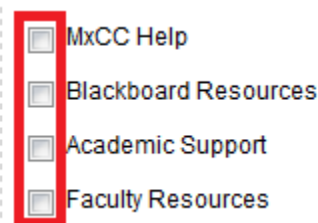
- a. To export all content in a course, click “Select All” button to select all course content to backup.



- b. To export selected components, select the components such as links under Content Areas or tools –discussions, tests, assignments, etc.



*If you will be moving a MxCC course to a new course, do not select the following links since the template in the new course has the four links available.



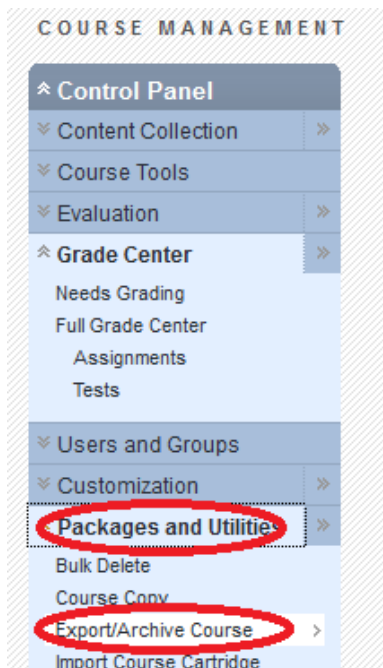
(4) Click “Submit”.

Step 2, Download the Backup File to Your Computer.

- (1) Depending on the size of your course, you may need to wait for a few minutes when the backup file is ready.

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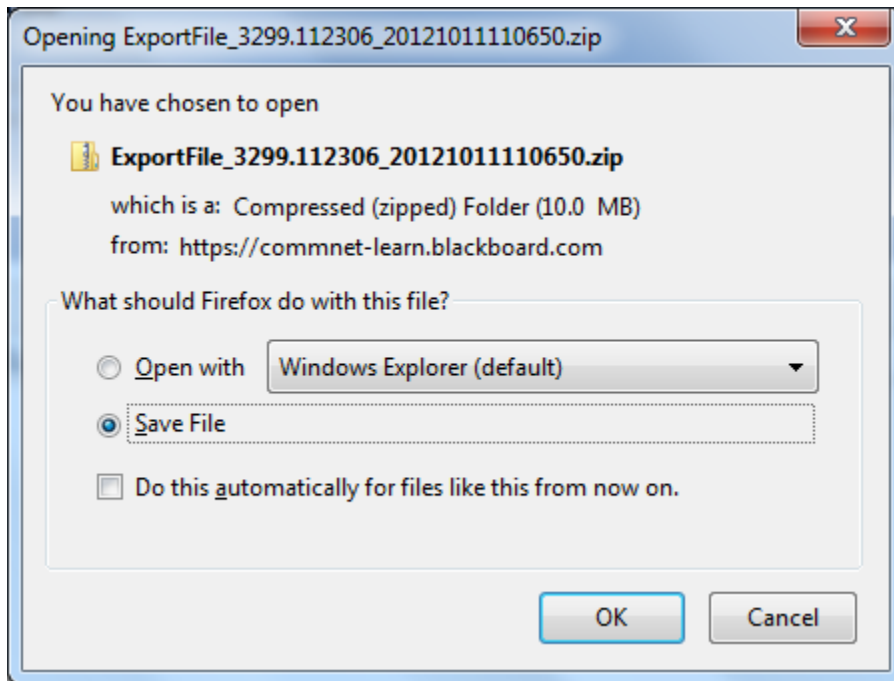
- (2) To see the backup file when it is ready, under “Control Panel”, click “Packages and Utilities” and then click “Export and Archive Course”.



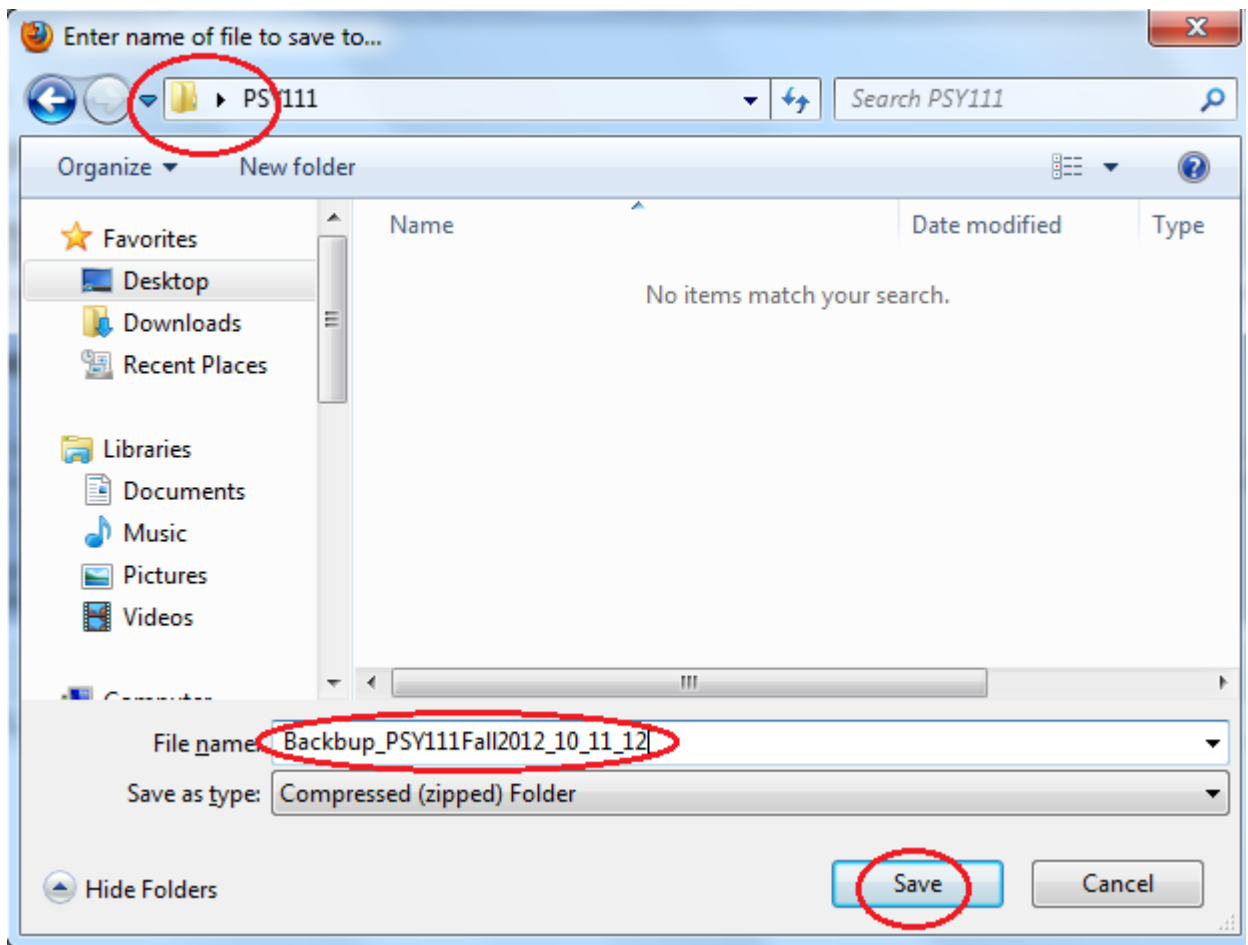
- (3) Click the “Action Icon” next to the backup .zip file and select “Open”.



- (4) Check “Save File” and select “Ok”.



- (5) Locate the directory (folder) where you would like to save the .zip file. Give a name to the .zip file. It is recommended that the file name includes the course number, semester, and date. Click "Save".

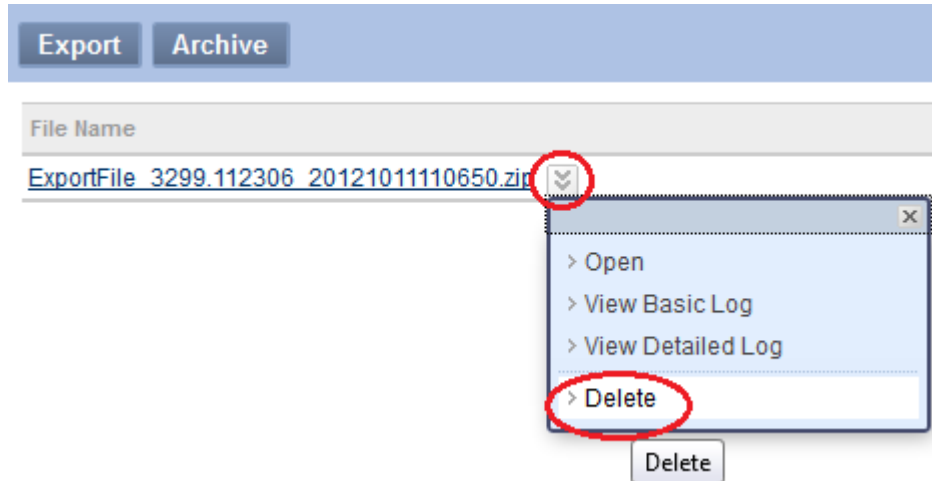


- (6) If you would like to retrieve the .zip file, you will use “Import” feature in a course in Blackboard. Refer to “Import Content from a Course”.

Step 3, Delete the Backup File

- (1) Since a content backup file can be large in size, you should delete the .zip file after it has been downloaded to your computer. Click the Action icon next to the backup .zip file and select “Delete”.

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(2) Click "OK" to confirm the deletion of the .zip file.