Backing Up Courses in Blackboard Learn

A Step-by-Step Guide for Faculty

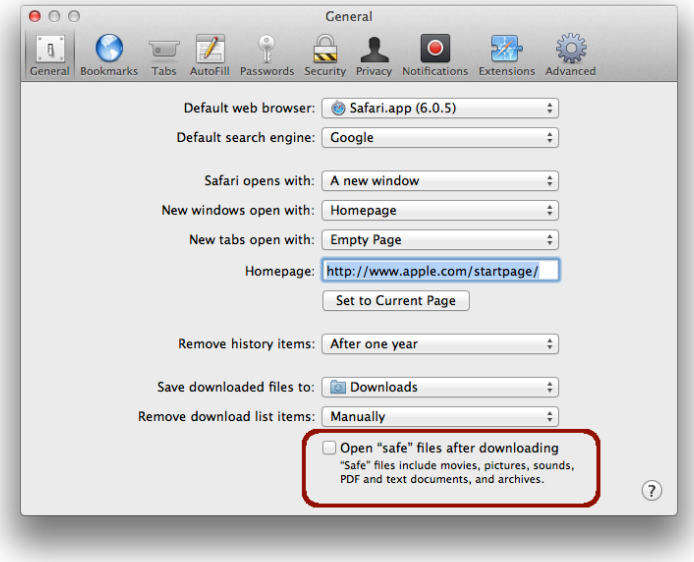
At a Glance

This guide will outline the steps to create course export files in Blackboard Learn™ and save the files on your computer for future reference.

Before You Begin

Perform the following if you are a **Safari** user, else you may continue with Step #1.

1. Start **Safari** on your MacBook and click *Safari > Preferences* in the system menu bar.
2. Under the **General** tab, verify that ***Open "safe" files after downloading*** is NOT check marked.



Step #1: Create a Course Export File in Blackboard.

Perform the following to create a course export file in Blackboard.

1. Open the course in Blackboard that you wish to back up to your local computer.
2. Locate the **Control Panel** and then click *Packages and Utilities > Export/Archive Course.*
3. Click *Export Package* on the **Export/Archive Course** page (Do NOT select *Archive Course*).
4. Place a checkmark by each item under **Select Course Materials** (or you may click the *Select All* button).
5. Click *Submit* to start the course export procedure.

After clicking *Submit*, a green message bar will be displayed at the top of the screen indicating that you will receive an email from the Blackboard Administrator when the course export is complete. Exit Blackboard and wait for the email. The time required to export the course will depend on the amount of content. This may take from a few minutes to an hour or longer. Once the completion email is received, you will be ready to proceed with Step #2.

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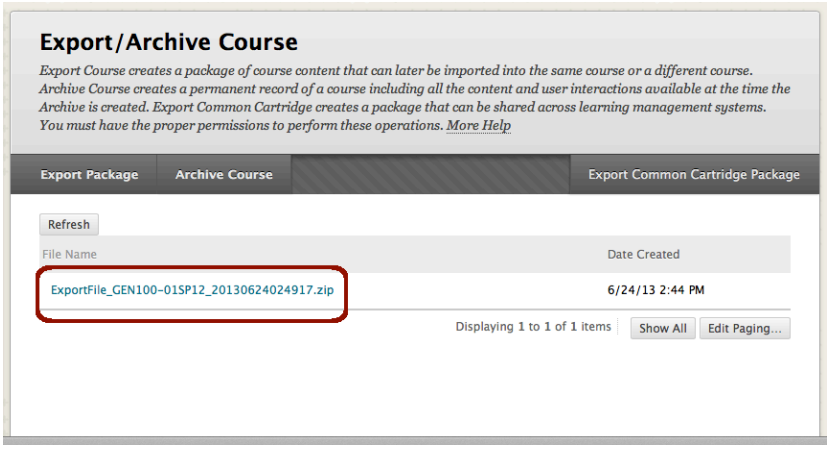
Step #2: Save the Course Export File To Your Computer.

Perform the following to save the course export file to your computer.

1. Open the course in Blackboard in which you created the course export file.
2. Locate the **Control Panel** and then click *Packages and Utilities > Export/Archive Course.* You should see a link to the course export file on the **Export/Archive Course** page.



3. Download the course export file by clicking on the link:
   a. For Apple MacBook users, click on the export file link and the file will be downloaded to your *Downloads* folder.
   b. For Windows users, right-click on the export file link, select *Save Link As,* and provide a name and location for the file to be saved on your computer.

Note: We encourage you to create a folder on your computer titled, *My Course Backups* and save your course export files to this folder for future reference.

Additional Assistance

For additional assistance, see the Blackboard Learn Basics guide as well as other resources on the faculty tutorial site at http://www.fhu.edu/tutorials/faculty. Faculty may also receive assistance by contacting the HelpDesk at http://helpdesk.fhu.edu or by phone at 731-989-6111.

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