# Exporting Courses from Blackboard

Blackboard courses can be exported for storage for future access to course materials. This is necessary because the Blackboard system cannot hold all old courses forever. Exporting the course materials allows you to have future access to those course materials independent of access to the Blackboard system.

It is strongly recommended that you export your Blackboard courses at the end of each term after the term is complete and you have made your course unavailable to students.

The procedure for exporting a course is simple. Once logged into Blackboard, go to the 'Courses' tab and select a course for which you are an instructor, then follow these steps:
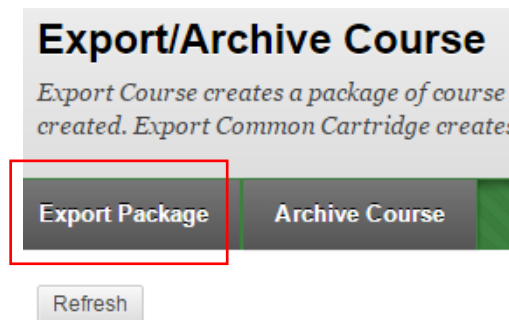
1. On the left side, in the section 'COURSE MANAGEMENT', click on 'Packages and Utilities':
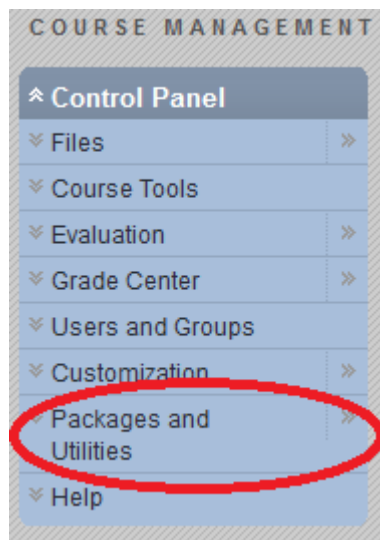
2. From the 'Packages and Utilities' section, click on 'Export/Archive Course':
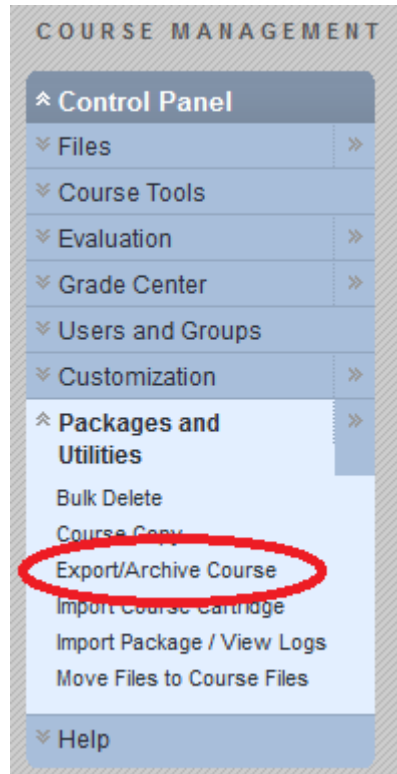
3. The 'Export/Archive Course' window will display, click on 'Export Package':

4. The 'Export Course' window will display. Scroll down to 'SELECT COURSE MATERIALS (third section) and click the Select All button, or select only the course materials you wish to include in the export:


5. Click on 'Submit' in section '4':

6. The export operation will run in the background. You will receive an email at the address that is attached your Blackboard account (normally your St Clair staff email account) when the export operation is complete. You may receive error messages if you have requested to export materials for which your course does not have any content, this is normal. Once you receive this email, click again on 'Export/Archive Course':
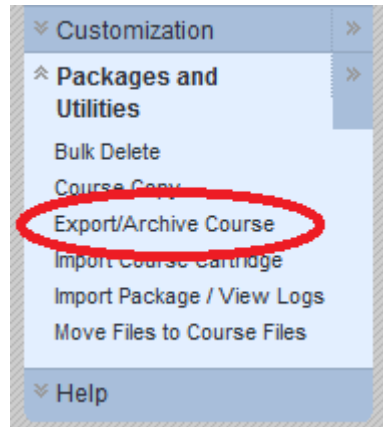
7. The main window will update, and you will see the export you requested. Click on the export file to download it to your PC:
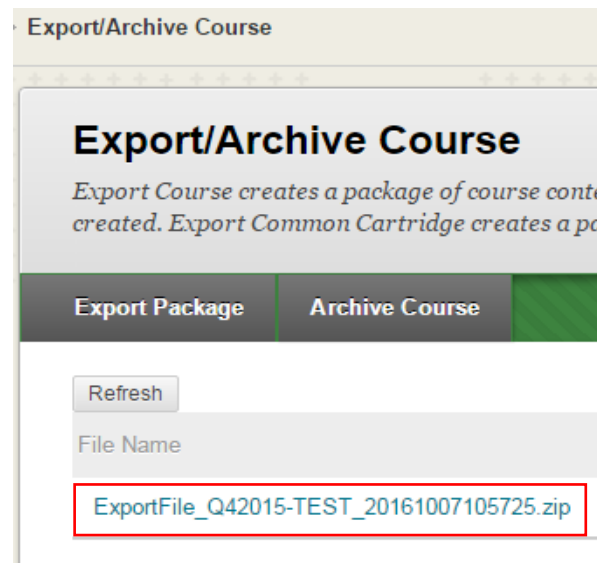
8. Once saved to your PC, you may copy to a flash drive, burn to a DVD, or store in your 'T' drive for future use.