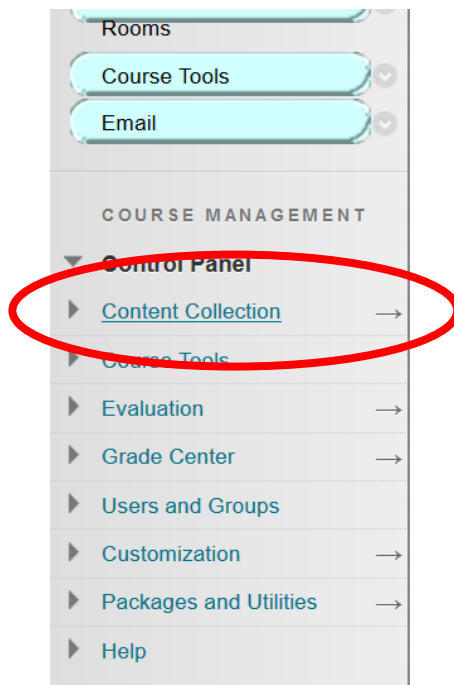


How to Back up Your Blackboard Course

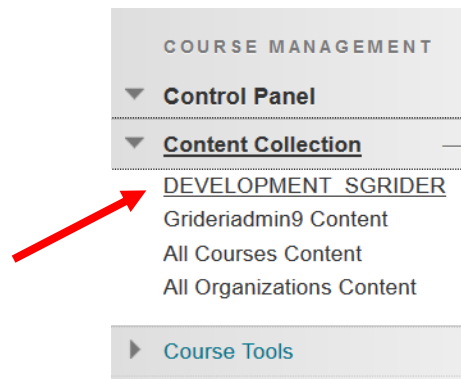
Backing up the Content in your Blackboard Course

Below are instructions on how to download the content in your Blackboard courses. This content will include, but are not limited to, Word documents, PowerPoint presentations, PDFs of articles, images, etc. These are only the documents or files that you have added to your course and do not include assignments, assessments (tests, exams, quizzes, or surveys), discussion boards, blogs, wikis, journals, or the grade center.

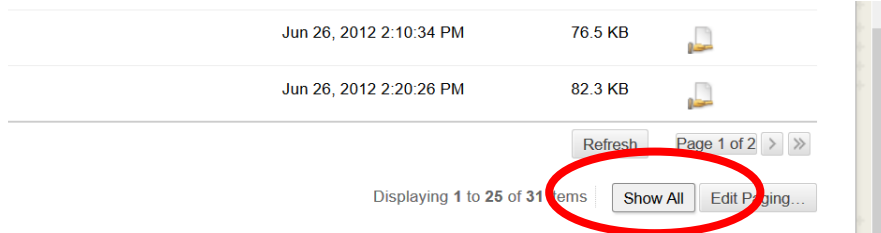
1. Log into Blackboard and enter the course you wish to work in.
2. In the left sidebar, click on **Content Collection**.



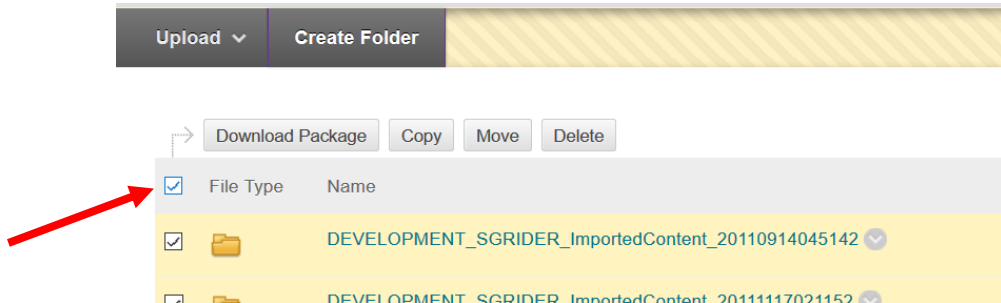
3. Click on the link for the **course name**.



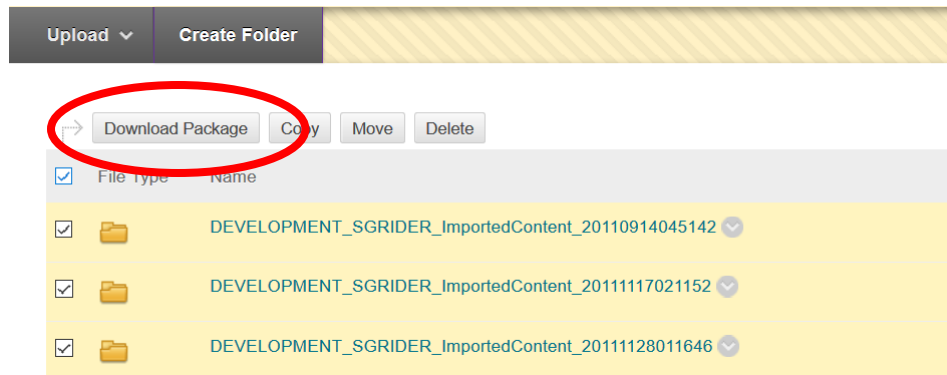
4. Scroll to the bottom right of the page and click on the **Show All** button.



5. Click on the **checkbox to the left of the File Type** column at the top.



6. Click on the **Download Package** button.



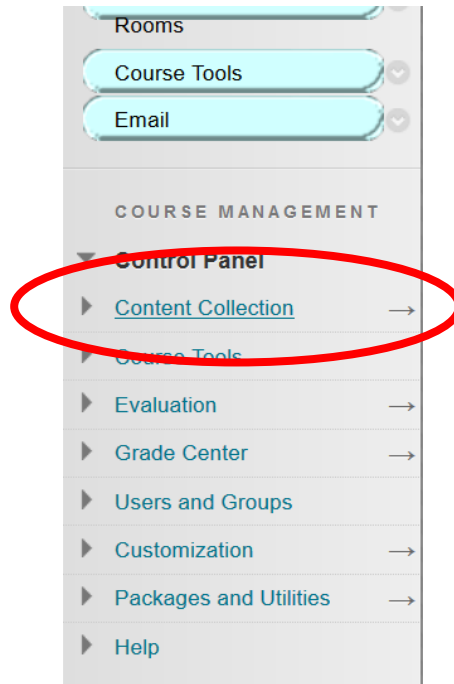
7. When prompted, save the resulting ZIP file to a location on your computer that is appropriate for you. If you are using Google Chrome or Firefox, the ZIP file will automatically save to your Downloads folder and you can then move it to a location that is more appropriate.

Cleaning up the Data in your Courses.

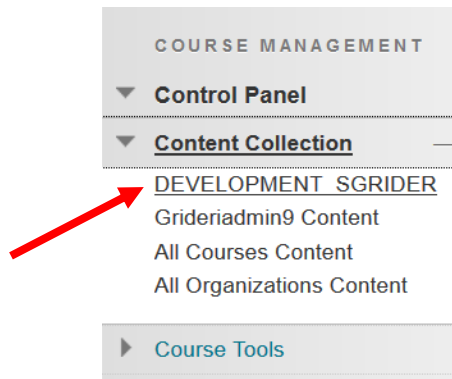


NOTE: It is strongly recommended that you back up the data in your course prior to performing this task. If you delete a file that you still need and is currently linked in the course, the link will be broken.

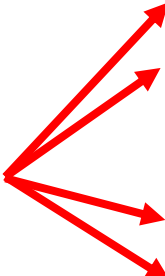
1. Log into Blackboard and enter the course you wish to work in.
2. In the left sidebar, click on **Content Collection**.



3. Click on the link for the **course name**.



4. Select any files or folders that are old and not being used in this course by selecting the **checkbox to the left of that content item**.



<input type="checkbox"/>	DEVELOPMENT_SGRIDER_ImportedContent_20121012090135	Oct 12, 2012 9:01:35 AM	0
<input checked="" type="checkbox"/>	hmazea	Feb 12, 2012 7:55:53 AM	510.2 KB
<input checked="" type="checkbox"/>	hypermedia	Feb 12, 2012 8:07:56 AM	119.0 MB
<input type="checkbox"/>	Recycle Bin	Feb 21, 2013 1:56:46 PM	0
<input type="checkbox"/>	Student Resources	Feb 29, 2016 3:38:26 PM	0
<input checked="" type="checkbox"/>	About Stacks.pdf	Aug 24, 2011 7:24:10 AM	455.2 KB
<input checked="" type="checkbox"/>	BAandL-BbBanner.jpg	Jun 25, 2012 3:44:23 PM	55.4 KB
<input type="checkbox"/>	BlackboardSupportedInternetBrowsers.pdf	Jan 8, 2013 4:28:18 PM	243.4 KB

5. Click on the **Delete** button to permanently remove the content.



NOTE: you may see folders with a Size of zero. These folders do not contain any content and can be removed.



NOTE: You may see a folder named Recycle Bin. We recommend that you do not delete this folder. However, if you do, it will automatically be recreated.

Upload Create Folder

Download Package Copy Move Delete

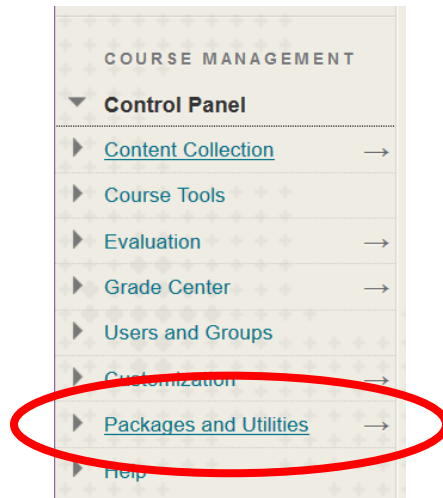
	File Type	Name	Edited	Size
<input checked="" type="checkbox"/>	Folder	DEVELOPMENT_SGRIDER_ImportedContent_20110914045142	Sep 14, 2011 4:51:42 PM	0
<input checked="" type="checkbox"/>	Folder	DEVELOPMENT_SGRIDER_ImportedContent_20111117021152	Nov 17, 2011 2:11:52 PM	0
<input type="checkbox"/>	Folder	DEVELOPMENT_SGRIDER_ImportedContent_20111128011646	Nov 28, 2011 1:16:46 PM	0
<input type="checkbox"/>	Folder	DEVELOPMENT_SGRIDER_ImportedContent_20111128125905	Nov 28, 2011 12:59:05 PM	0

Exporting the Content in your Blackboard Courses

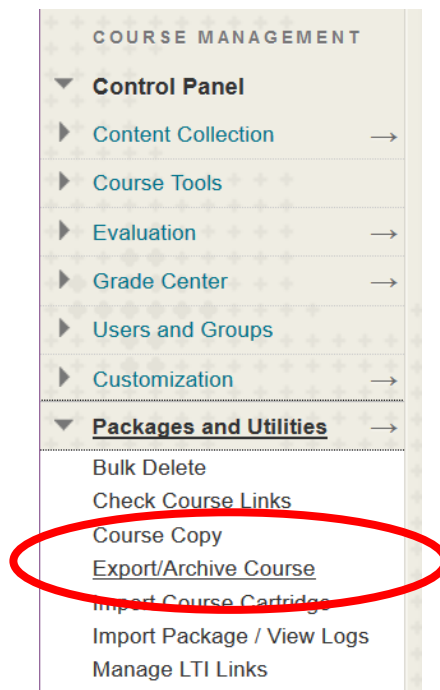


NOTE: This process creates a ZIP file of your Blackboard course. This does not include any student submissions.

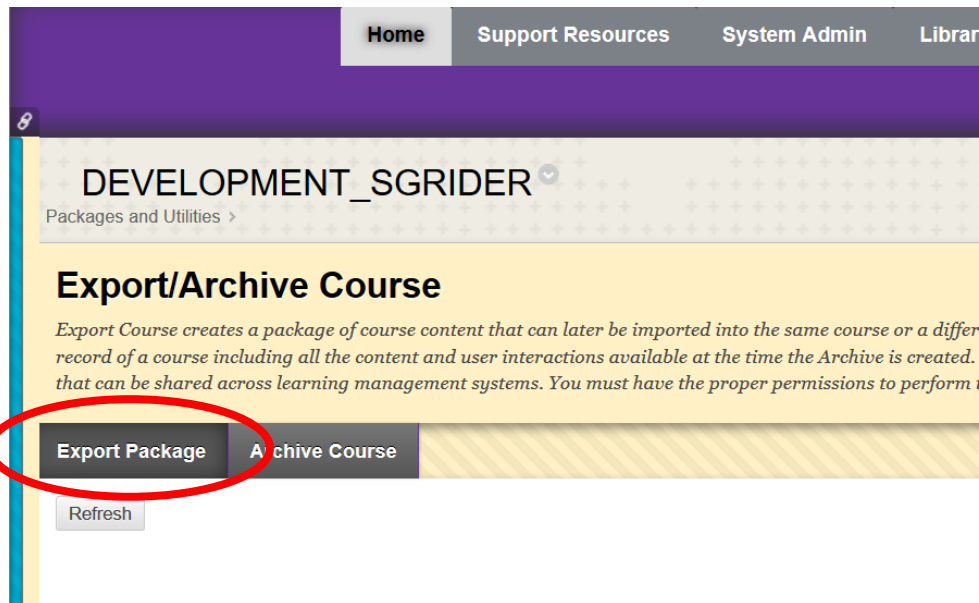
1. Log into Blackboard and click on the link for the course you wish to work in.
2. In the lower left sidebar, click on **Packages and Utilities**.



3. Click on **Export/Archive Course**.



4. Click on the **Export Package** button.



5. Under the File Attachments area, select **Copy links and include copies of the files in the course default directory** for the Course Files Default Directory and **Copy only links to files stored outside of the course default directory** for Files Outside of the course Default Directory option.

FILE ATTACHMENTS

Choose between copying only the links to files or the links and new copies of every file attached within the course. Click **Calculate Size** to make sure that the package size does not exceed the limit.

Course Files Default Directory ☐ Copy only links to course default directory files
☒ Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory ☒ Copy only links to files stored outside of the course default directory
☐ Copy links and include copies of the files outside of the course default directory

Package Size

6. Click on the **Select All** button under the Select Course Materials section.

SELECT COURSE MATERIALS

Select materials to include in the export package. For a package to serve as an exact record, including user records, use archive instead of export.

☐ Content Areas

- ☐ Course Home
- ☐ Bb Collaborate
- ☐ Assessments

7. Click on the **Submit** button to start the process.

Select All Unselect All

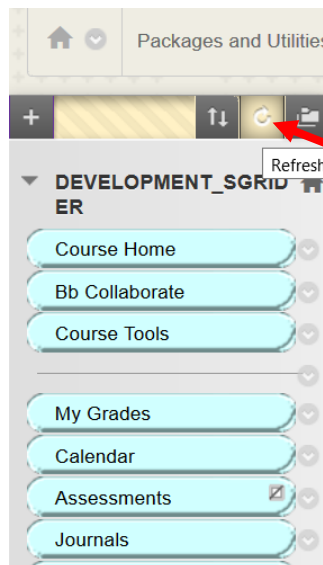
☐ Content Areas

- ☐ Course Home
- ☐ Bb Collaborate
- ☐ Assessments
- ☐ Module Page
- ☐ Content Area
- ☐ Modules
- ☐ Bb Collaborate Team Rooms

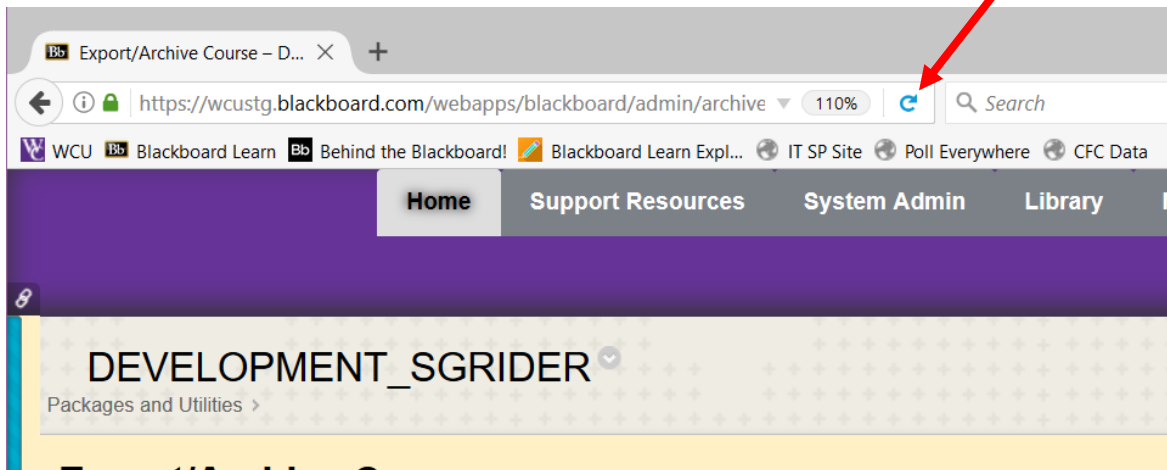
Click **Submit** to proceed.

Cancel **Submit**

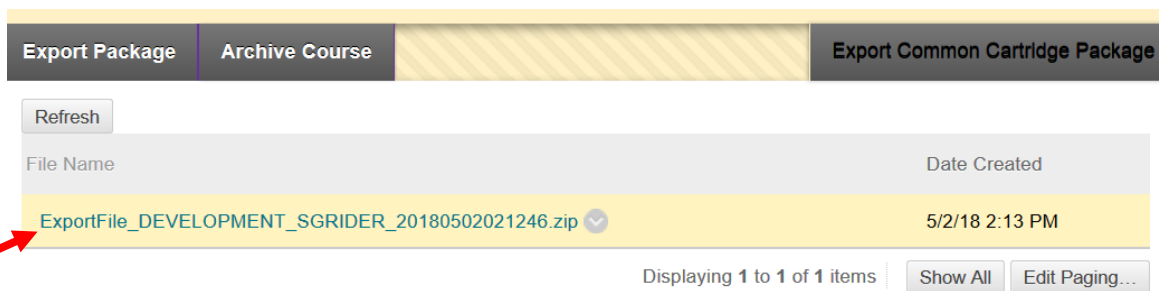
8. You will receive an email when the ZIP file has been created and is ready for you to download.
9. If you have navigated away from this course while the file is being created, click again on Packages and Utilities in the course and then on Export/Archive Course. If you have not navigated away from the course or page, please refresh the page to reload.
- Click on the refresh icon in the top of the left sidebar



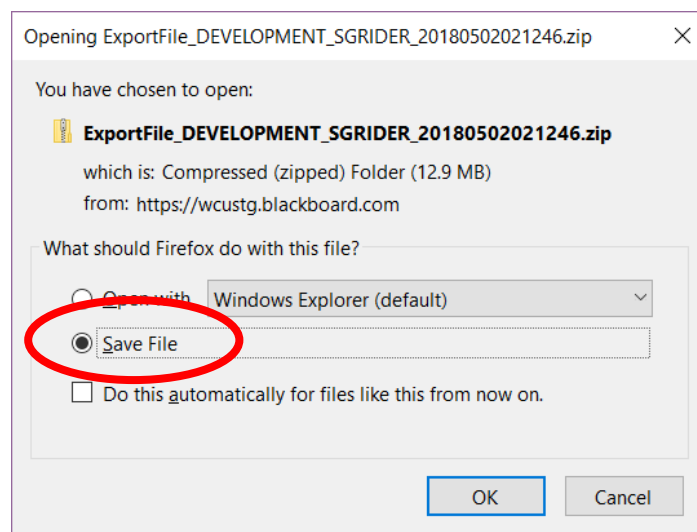
- b. Click on the **refresh** button on your browser.



10. To download the resulting ZIP file, **click on the link**. When prompted, please save the file to your local computer.



- a. In Firefox, Google Chrome, and Safari, the file will be save to your Downloads folder. You will need to copy this file to a more appropriate location.



- b. In Internet Explorer, you will be prompted to Save the file. Select the Save As option and you can choose the location on your computer for this download.

