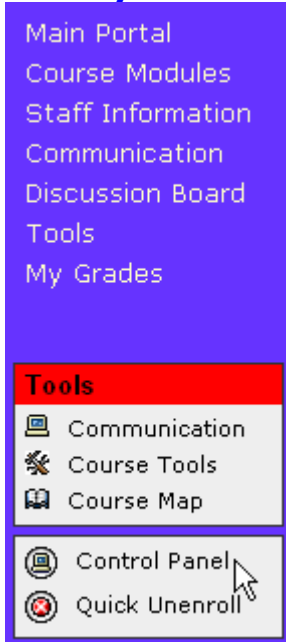


# Backing up/Exporting Your Irving ISD Blackboard Course

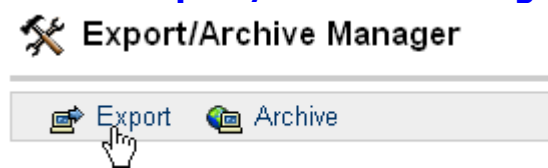
1. **Go to your course control panel**



2. **Click on 'Export Course'** (*Clicking on 'Archive Course' will take you to the same place*)



3. **In the 'Export/Archive Manager', click the 'Export' button**



4. **Select the course materials you want to export/back up**

**2 Select Course Materials**

Select materials to include in the export package  
Export.

- Content
  - Main Portal
  - Course Modules
- Adaptive Release rules for content
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Early Warning System Rules
- Glossary
- Gradebook Items and Settings
- Group Settings
- Settings
- Staff Information
- Tasks
- Tests, Surveys, and Pools

5. **Click 'Submit' and you will get a message saying that your export has been queued**

 **Export Course**



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This action has been successfully queued. An email will be sent when the process is complete.

6. **After you wait a few minutes or after you receive an email saying that your course is ready, go back to the 'Export/Archive Manager' and right click the new .zip file that has been created by Blackboard. Choose 'Save Target as...' and save the**

## export (.zip) file in a secure location.

 Export/Archive Manager

 Export		 Archive	
File Name	Date Created		
ExportFile_hs.english4_20080530093624.zip	5/30/08 9:28 AM	<a href="#">Log</a>	<a href="#">Detailed Log</a>
			<a href="#">Remove</a>

After you export your course, it will be ready to import into the new system once the new system is up and running. Keep in mind that **'Export' backs up/saves all of your course content and material but does not backup user data.** The 'Export' option will save a course and have it ready to use for next year without any of the old student grades. The **'Archive' feature, however, will additionally back up student data/student work and create a full 'snapshot' of your course.**