

## To Export a Course

### Blackboard 6.2

*Please note that exporting a course should only be used to back up the content of the course and the saved file will **NOT** include users or the Grade Book.*

1. Login to Blackboard
2. Enter the course you would like to archive
3. Navigate to the Control Panel
4. Click Export Course from the Course Options Menu
5. Select the Content Areas in which you would like to export course material from
6. Click Submit
7. Right Click on the link entitled "Click the Right Mouse Button and Select Save As."
8. Click Save Target As from the menu that appears when you right click the link in step 6
9. Choose the location to save the exported course file to
10. Name the file
11. Click Save