How to Export your Blackboard Course

Export packages are downloaded as compressed ZIP files and are imported in the same format. Don't unzip an export package or delete files from the package, as then the contents won't import correctly.

Control Panel > Packages and Utilities > Export/Archive Course

1. On the Export/Archive Course page, select Export Package.

2. On the Export Course page, include only the links to course files or include the links and copies of the course files content.
   - To remove files and folders from the package, select Manage Package Contents.

3. In the Select Course Materials section, select the check boxes for each course area and tool to export.
   - If you select Discussion Board, decide whether to include started posts for each thread in each forum (anonymously) or include only forums with no starter posts.

4. Select Submit.

*The File Attachments section is available if your institution has access to the content management features.*

**Common cartridge format**

Common cartridge is an initiative led by the IMS Global Learning Consortium. The initiative supports course packages you can use across learning management systems (LMS) such as Blackboard Learn.
You can export course packages from Blackboard Learn common cartridge 1.0, 1.1, and 1.2 formats. To enable reuse in a broad number of LMSs, the package is limited to widely available features. Types of content not supported by common cartridge won't be included when a course is exported and imported in common cartridge format.

- Files, items, discussion forums, web links (URLs), and assessments are exported, but certain components may be excluded. For example, topics in discussion forums are exported, but grading, which is not supported by other LMSs, is not.

- The IMS common cartridge standards don't currently support all assessment question types or attributes, so exported tests and pools won't include incompatible questions.

Common cartridge exports a course into a single folder of content. Each content area is then exported as a sub-folder inside the main course folder. For example, you export a common cartridge package from a Blackboard Learn course and then re-import it. Your course has a single content area that contains a folder for each original content area and a content area that contains all the web links.

Consult your institution for detailed information about common cartridge specifications.

Export a course in common cartridge format

Control Panel > Packages and Utilities > Export/Archive Course > Export Common Cartridge Package > Submit

To export the package in common cartridge 1.1 or 1.2 formats, select the appropriate check box. If you don't select a check box, the course will export in common cartridge 1.0 format. The preferred version depends on the system where the package will be imported supporting version 1.1 or 1.2.