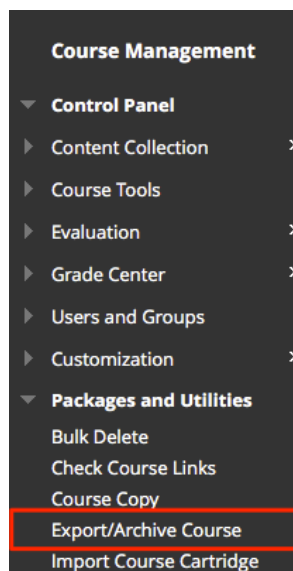# Importing and Exporting a Blackboard Course

Exporting a course creates a ZIP file of the course content called a course package. You can import course packages into any of your Blackboard Learn courses. Exporting a course includes only the course content. The export does not include any student information such as blog posts or grades.
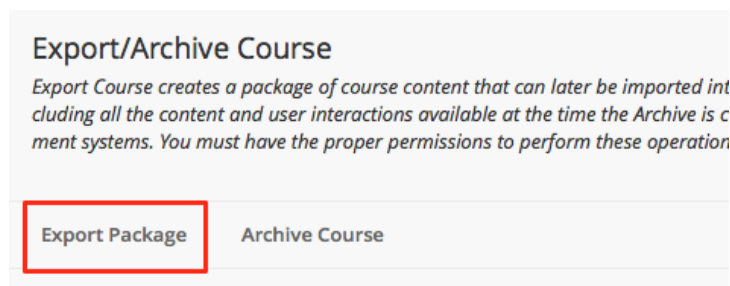
*****Note* – Do not unzip or extract a course package. Do not remove files from the package or try to import a file contained with the package. You can only import or restore the course if the package is intact. Editing the ZIP file and then importing or restoring the package results in unstable and unpredictable behavior in the course.**

Export an Existing Course

1. On the Control Panel, expand the Packages and Utilities section and click **Export/Archive Course**.
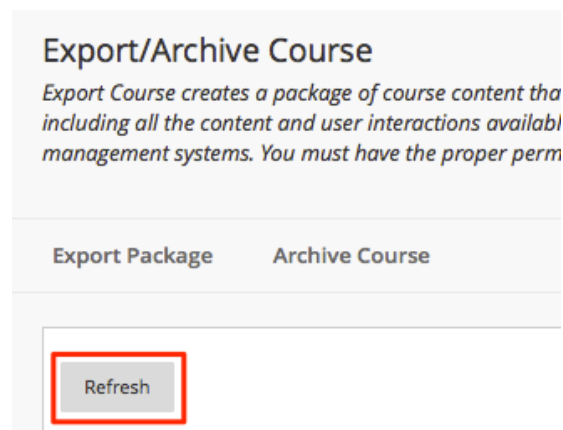

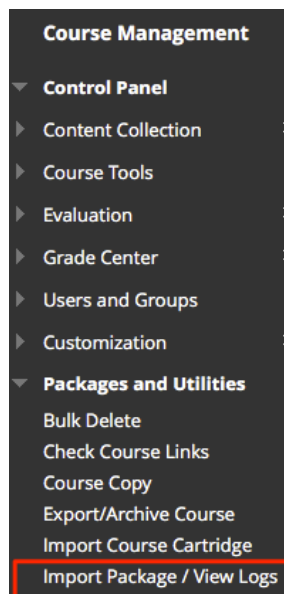2. On the Export/Archive Course page, click **Export Package** tab.

3. Scroll down to the **Select Course Materials** section and click **Select All**. You can choose select materials, but it is recommended to use Select All, and then delete unwanted materials after importing course.
4. Click **Submit**.

When you submit the Export Course page, the system begins to create the course package. When the package is complete, you will receive an email. After you receive the email, click the Refresh button which will then allow you to download the course package by clicking on the "ExportFile_coursename.zip" link. Save the file to an appropriate location and do not unzip the contents.
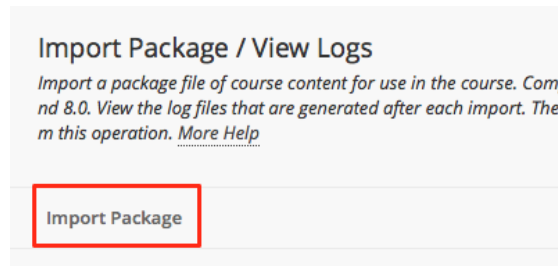

Import an Existing Course

1. From the Control Panel, under Packages and Utilities, click Import Package/View Logs.

2. Click Import Package.

Import Package / View Logs

Import a package file of course content for use in the course. Comp
nd 8.0. View the log files that are generated after each import. The
m this operation. More Help

Import Package

3. Under Select a Package, click the "Browse My Computer" button and navigate to the where you exported the course package to.

SELECT A PACKAGE

Click **Browse** to locate the course package:

Uploading large packages may take a long time.

* Select a Package   Browse My Computer

4. Select the course materials to include. It is recommended to click Select All, and then delete unwanted materials after importing course package.
5. Click Submit.

Once the import is complete, you will receive an email confirming that the operation was complete.