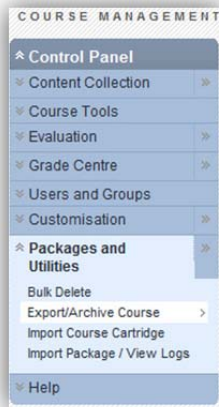




Export or Archive

Factsheet

Access Export /Import function from the Control panel under Packages and Utilities



Sizes of downloadable files (packages) are restricted to ----- MB. Use the Calculate Size button to calculate the size of your course package.

Calculate Size

Use the **manage package content** button to exclude files from the course package to reduce the size of the package.

Manage Package Contents

Export

- Export Course creates a package of Course content that can later be **imported into the same Course or into a different Course**.
- Unlike Archive Course, Export Course **does not include any user interactions**. It only includes Content, Settings and Tools.
- You must have Manage Permissions on these files in order to make copies of them or to relink them when copied.
- **To create an exact copy, use Archive Course instead.**
- Export packages are saved as a **.ZIP** files.
- Exported files are named "ExportFile_ID_yyyymmddhhmmss.zip"
- Exporting a Course does not remove it from the system.

Select Course Content for Export

When selected the following will be added to the Export package:

- **Content:** Course materials, including uploaded files, Learning Modules, and links. Course Information, Course documents, Assignments and URLs are optional.
- **Announcements:** All Announcements are exported.
- **Tests, Surveys, and Pools:** All Assessments and Surveys, including questions and options for

Archive

- Archive Course **creates a permanent record** of a Course **including all the content and user interactions** available at the time the Archive is initiated.
- You must have Manage Permissions on these files in order to make copies of them or to re-link them when copied.
- Archived Courses are saved as **.ZIP files**.
- Archived files are named "ArchiveFile_ID_yyyymmddhhmmss.zip"
- Archiving a Course does not remove it from the system.

Select Course Content for Archive

- The **Grade Centre History**, a log of all changed grades, and
- **copies of Content Collection items** can be added to a Course Archive.

deploying them are imported. All Pools are exported.

- **Calendar:** All Calendar items are exported.
- **Discussion Board:** Discussion Board Forums, including the initial message in the forum, are exported.
- **Grade Centre Items and Settings** - Items in the Grade Centre, and their settings, such as type, categories, and display options, are exported.
- **Group Settings:** Settings include the names of Groups, the settings for tool availability, and the Discussion Board Forum names.
- **Contacts:** All Contacts are exported.
- **Course Settings** - These following settings are exported:
 - Course Name
 - Course Description
 - Course Entry Point
 - Course Design
 - Course Banner
 - Blackboard Tools
 - Building Block Tools
 - Content Tools
 - Course ID
 - Course Availability
 - Guest Access
 - Observer Access
 - Course Duration
 - Enrolment Option

Download the Course Package

- After the selections for Export Course are submitted, the system creates the **Export package**.
- When the package is complete, an **email alert** is sent to the Instructor.
- After the email is received, open the Export / Archive Manager and **download the Export package** to the local computer.
- **Do not unzip** an Export package or remove files from the package, otherwise the package will not import correctly.

Download the Course Package

- After the selections for Archive Course are submitted, the system creates the Archive package.
- When the package is complete, an **email alert** is sent.
- After the email is received, open the Export / Archive Manager and **download the Archive package** to the local computer.
- **Do not unzip** an Archive package or remove files from the package, otherwise the package will not import correctly.