# ARCHIVING/EXPORTING COURSE CONTENT FOR LATER IMPORT

In order to keep a copy of a course that will be archived, Export a course to save for later Import. The export course feature creates a package of the course content that you can import and use to teach another course with the same content.

STEP 1: CREATE AN ARCHIVE/EXPORT FILE

A. Access your **course with content in it** (old course)

B. On the **Control Panel** go to the **Packages and Utilities** section and click **Export/Archive Course**.
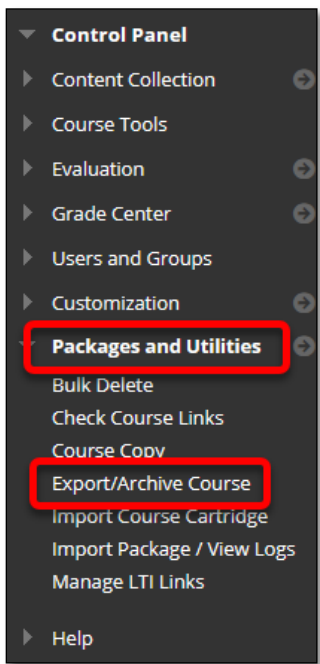
C. On the **Export/Archive Course** page, click **Export Package** on the action bar.
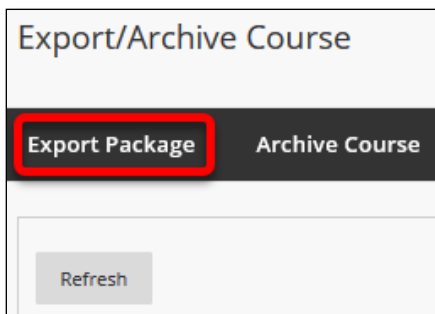
FILE ATTACHMENTS

Course Files Default Directory
○ Copy only links to course default directory files
◉ Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory
◉ Copy only links to files stored outside of the course default directory
○ Copy links and include copies of the files outside of the course default directory

Package Size
[Calculate Size] [Manage Package Contents]

E. In the **Select Course Materials** section, select the **Select All** button.
Note: Not all checkboxes may be selected. Some settings are automatically set by the registrar's office (i.e. course availability dates, duration, enrollment, etc.).

SELECT COURSE MATERIALS

Select materials to include in the export package. For a package to ser

[Select All] [Unselect All]

☑ Content Areas
　☑ Home Page
　☑ Information
　☑ Content

☑ Adaptive Release Rules for Content

☑ Announcements

☑ Blogs

F. Click **Submit**.

G. You will be returned to the **Export/Archive Course** page. A **purple banner** will appear at the top of the page. When you receive an email in your WTAMU Outlook account that export file is complete, click **Refresh**.


Success: This action has been queued. An email will be sent when the process is complete.
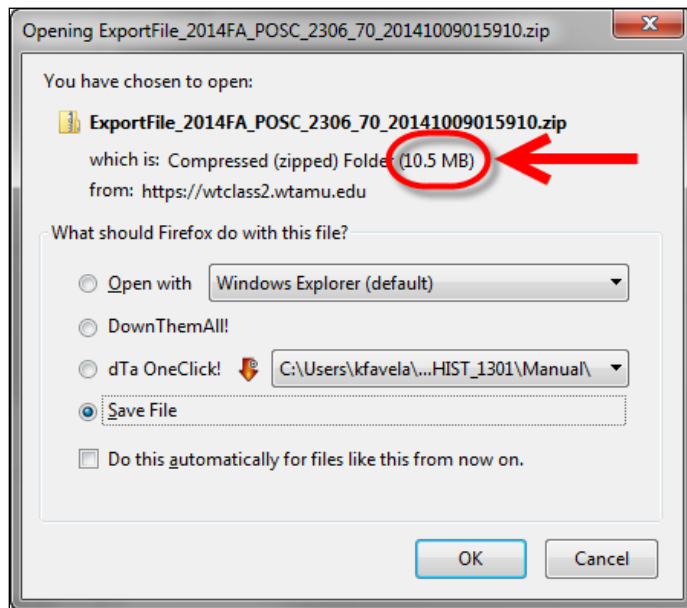
Export/Archive Course

Export Package　　**Archive Course**

[Refresh]

Note: Do not work on this course while the Export file processes. You may work on *other* courses while the Export file processes.

H. On the Export/Archive Course page, the Export file will appear in the list. Click the link for the Zip file.
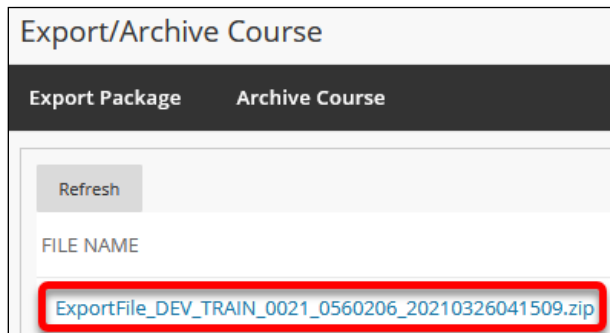
I. You will be prompted to save the .zip file to your computer.

Note: If the calculated course size is **larger than 250 MB**, contact an instructional designer or someone who is part of Blackboard support to assist you in moving the course.

J. **Save** the file. Files are generally saved to the Downloads folder. If you save this file to another location, take note of this location. (**DO NOT open the downloaded .zip file. If opened, the package should not be imported**. See also: Mac automatically opens this file.)

K. **Rename** the file. Files are named automatically by WTClass' s ID system. To ensure you are able to easily identify the file, rename the file to include the course semester and course name.

On PC:

1) Open File Explorer (Typically the folder icon found on the bottom task bar
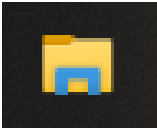
2) Go to the **Downloads** folder (or the location file previously saved to), right-click on the file, and select **Rename**.
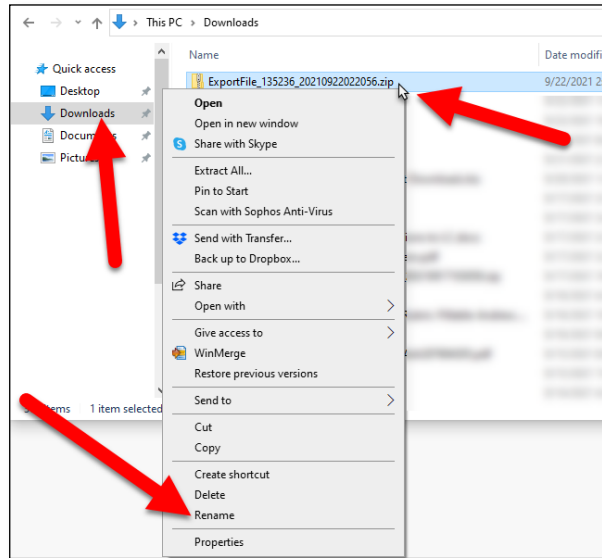
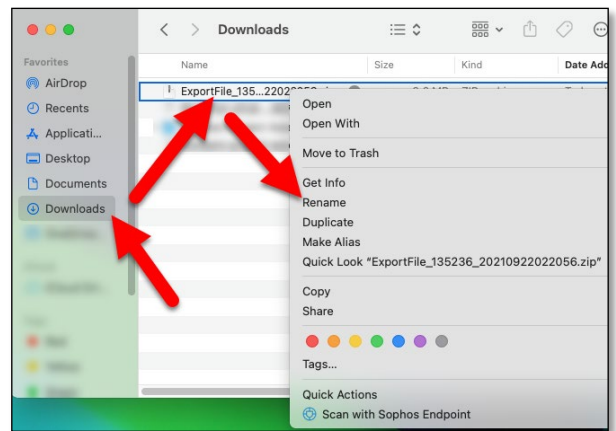3) Rename the file to include the semester and course name in the title.
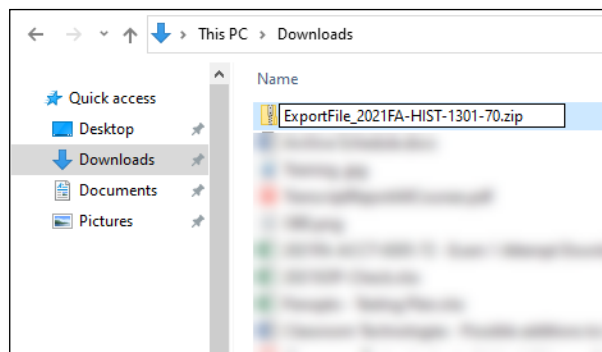
4) Press Enter to save the new file name.

On Mac:
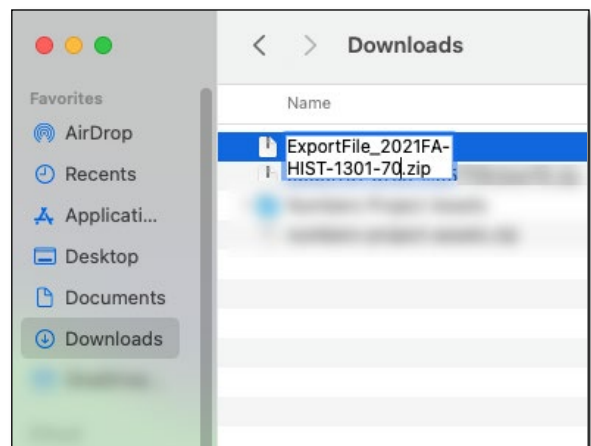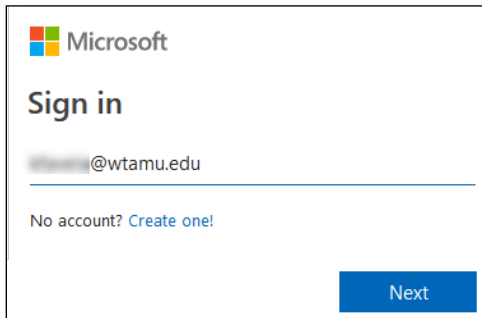
1) Open Finder

2) Go to the **Downloads** folder (or the location file previously saved to), right-click on the file, and select **Rename**.

3) Rename the file to include the semester and course name in the title.

4) Press Enter to save the new file name.

STEP 2: SAVE ARCHIVE/EXPORT FILE TO YOUR ONEDRIVE ACCOUNT
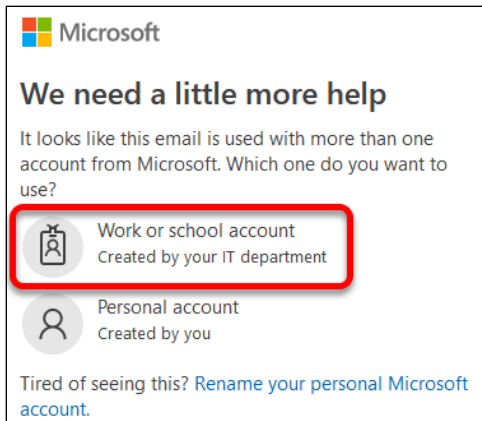
While you can save this file to any location you desire, the Academic Technology department recommends that you save this file to your OneDrive account to be able to access your file from any location, not just on campus or at your computer.

A. In your preferred browser, go to https://onedrive.com.

B. Click on the **Sign In** button.

C. Enter your full WT Email address in the Sign in box.
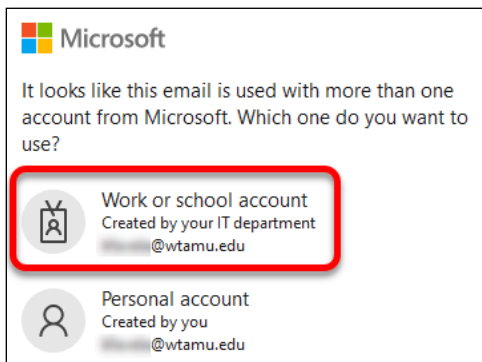
D. Select the option for **Work or School account created by your IT department**.
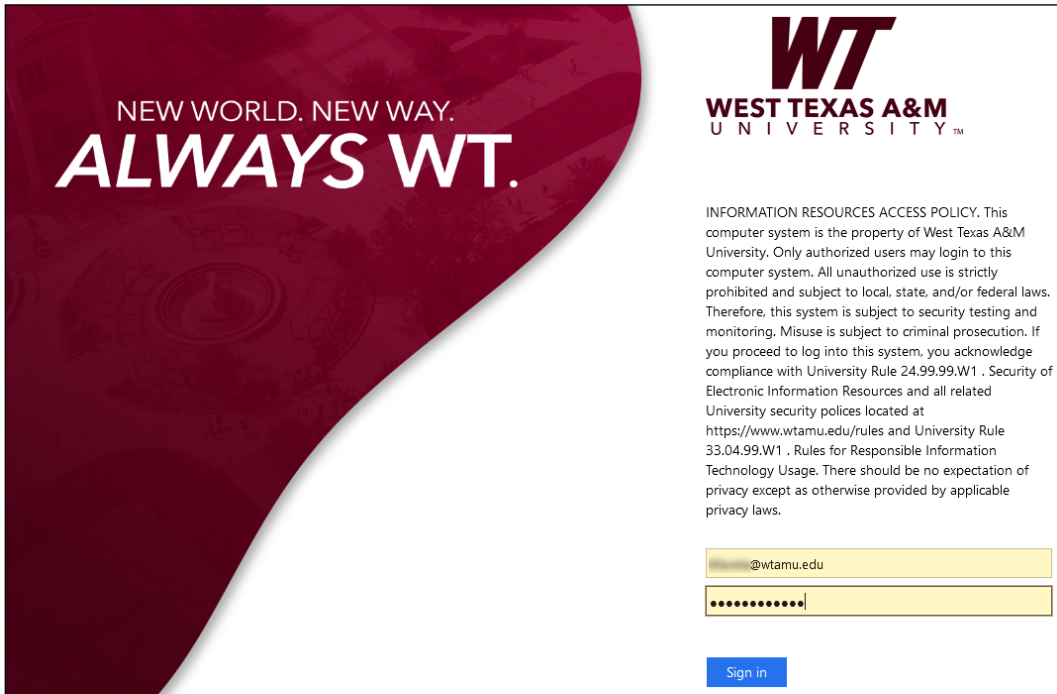
E. If requested, click again on the option for **Work or School account created by your IT department**.

F. Enter your full WT email address and Single Sign On password.

G. Once inside the web version of OneDrive, it is recommended that you create a folder to save all archive/export file in. Select the **+ New** button and then select **Folder**.
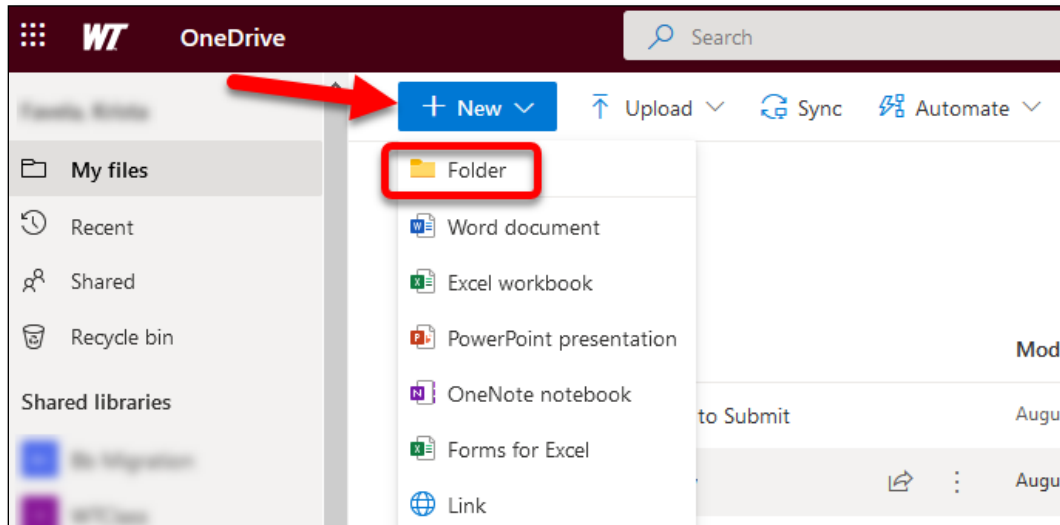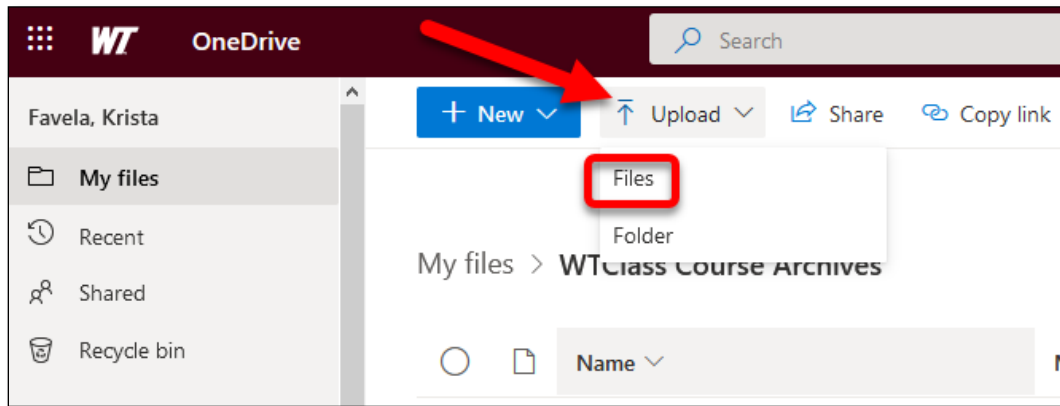

H. Enter a title for the folder, and click **Create**.

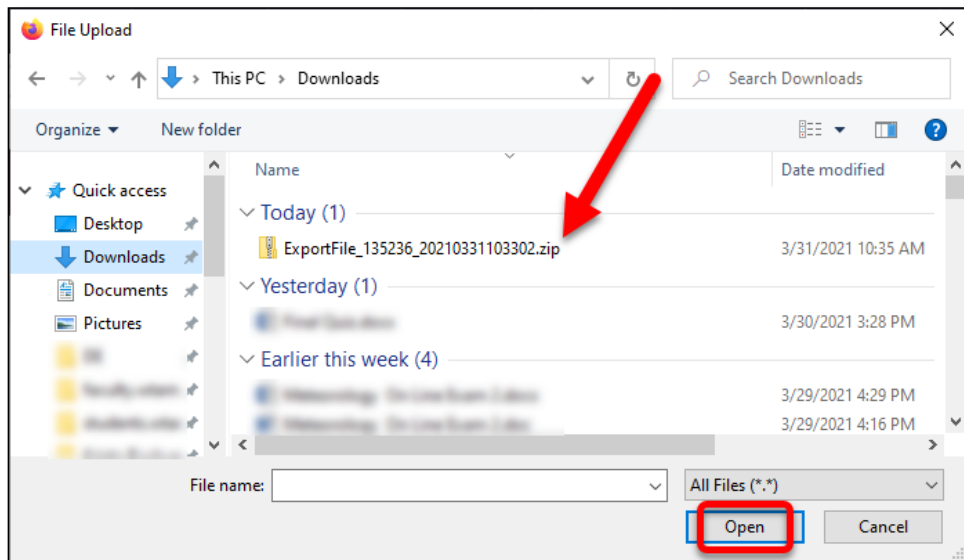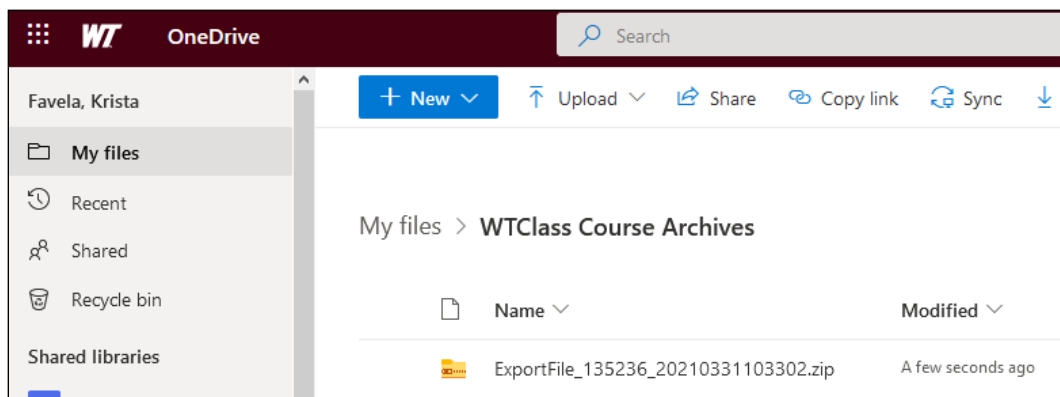I. Select the **Upload** button and choose the **Files** option.

J. Select the Export File and then select **Open**. Most often these files can be found in the Downloads folder.

K. Your Export file will appear in your OneDrive

Repeat these steps for any additional archive/export files to save them to OneDrive.

MY MAC AUTOMATICALLY OPENS AND UNZIPS MY ARCHIVE/EXPORT FILE

If when you download the Archive/Export file your file is automatically unzipped and opened by your Mac computer, please use a different browser (Firefox or Chrome) or change the following setting in Safari:

A. Open Safari.

B. Click **Preferences.**

C. Under the General tab, uncheck the option **Open "safe" files after downloading.**