

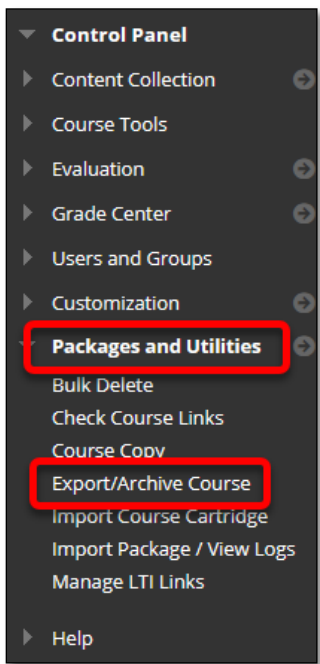
## ARCHIVING/EXPORTING COURSE CONTENT FOR LATER IMPORT

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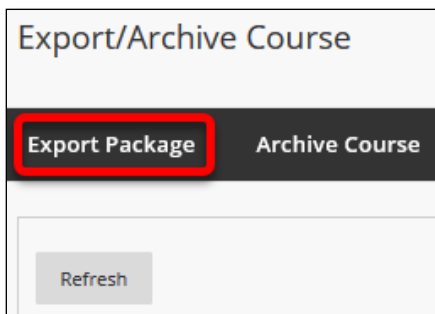
In order to keep a copy of a course that will be archived, Export a course to save for later Import. The export course feature creates a package of the course content that you can import and use to teach another course with the same content.

### 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

- 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 serve...

☒ 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**.

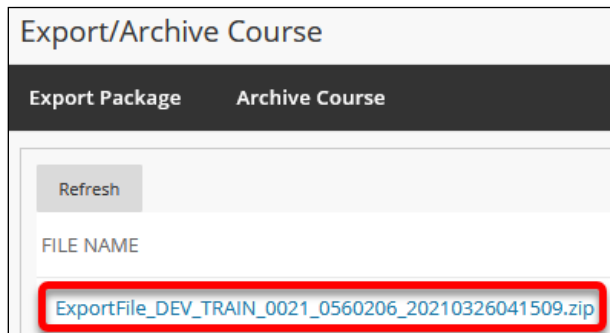
Success: This action has been queued. An email will be sent when the process is complete.

Export/Archive Course

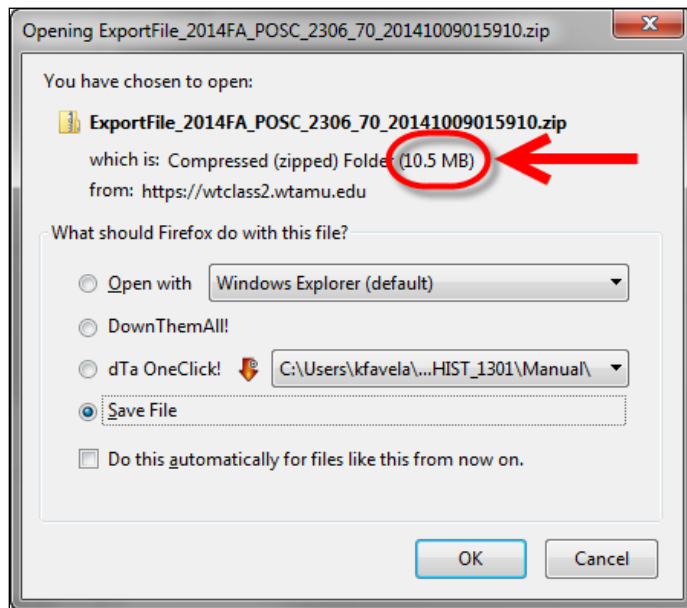
Export Package    Archive Course

**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.

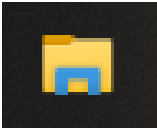


**Note:** If the calculated course size is **larger than 250 MB**, contact an instructional designer or someone who is part of Blackboard support to assist you in moving the course.

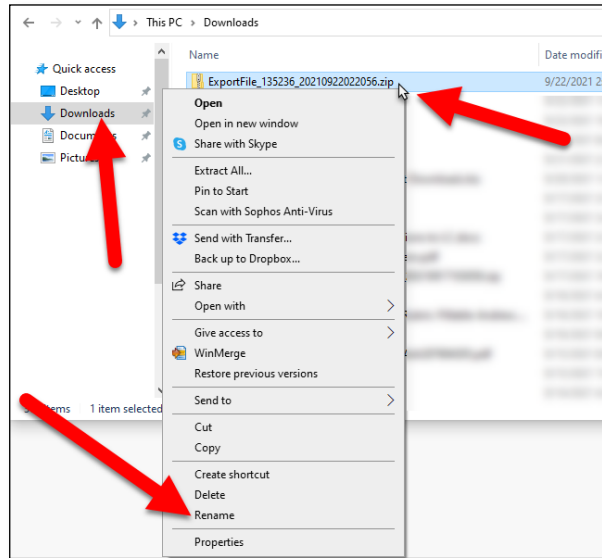
- J. **Save** the file. Files are generally saved to the Downloads folder. If you save this file to another location, take note of this location. (**DO NOT open the downloaded .zip file. If opened, the package should not be imported.** See also: Mac automatically opens this file.)
- K. **Rename** the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

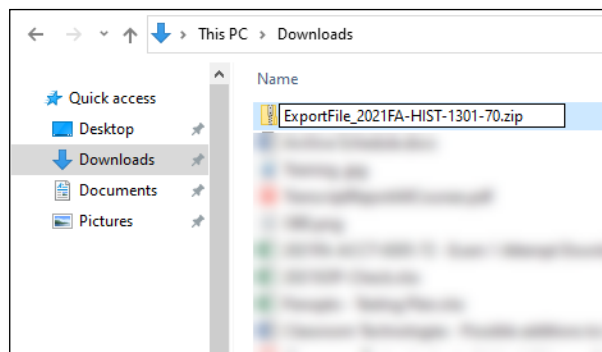
- 1) Open File Explorer (Typically the folder icon found on the bottom task bar)



- 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.



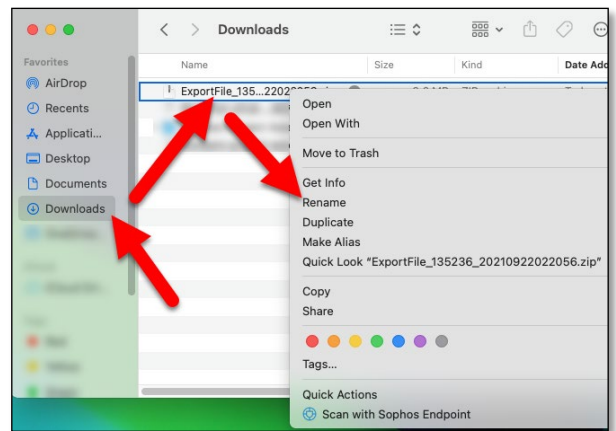
- 4) Press Enter to save the new file name.

### On Mac:

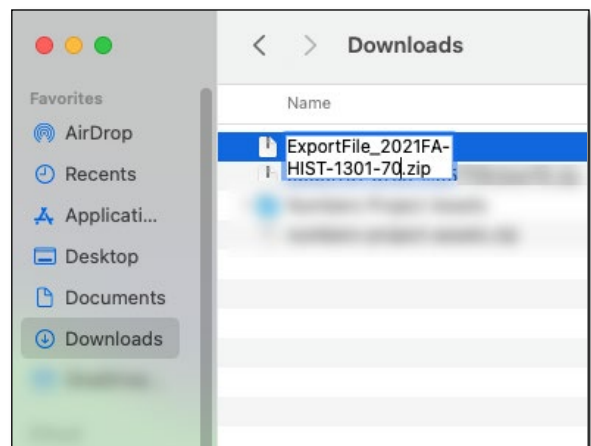
- 1) Open Finder



- 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.

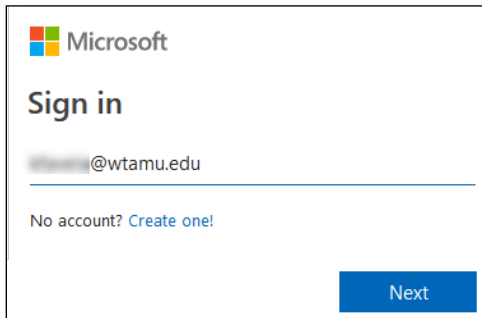


- 4) Press Enter to save the new file name.

## STEP 2: SAVE ARCHIVE/EXPORT FILE TO YOUR ONEDRIVE ACCOUNT

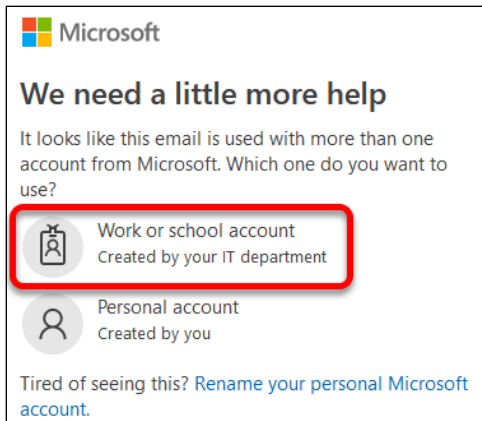
While you can save this file to any location you desire, the Academic Technology department recommends that you save this file to your OneDrive account to be able to access your file from any location, not just on campus or at your computer.

- 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.



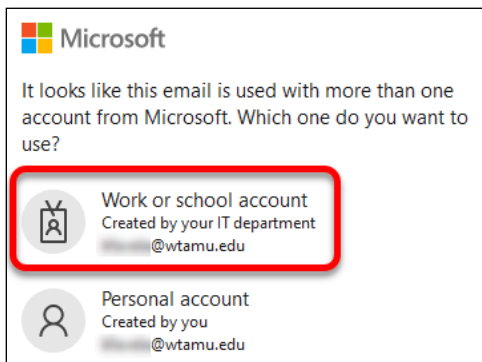
The screenshot shows the Microsoft sign-in page. At the top is the Microsoft logo. Below it is the text "Sign in". There is a text input field containing a partially obscured email address ending in "@wtamu.edu". Below the input field is a link that says "No account? Create one!". At the bottom right is a blue button labeled "Next".

- D. Select the option for **Work or School account created by your IT department**.



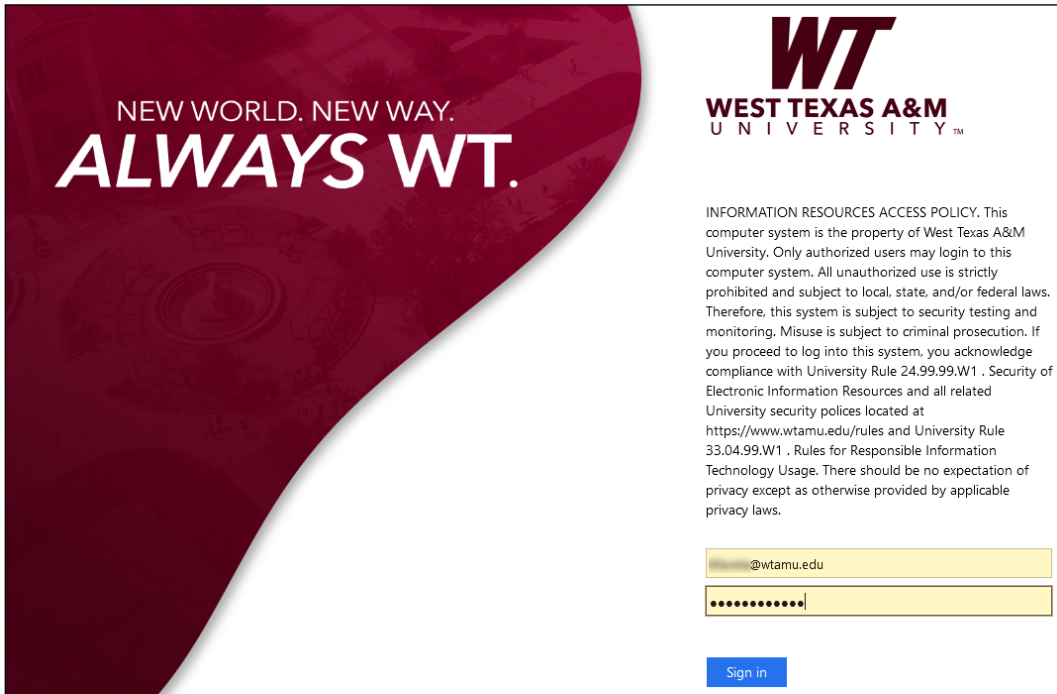
The screenshot shows a Microsoft account selection screen. At the top is the Microsoft logo. Below it is the heading "We need a little more help". The text below reads: "It looks like this email is used with more than one account from Microsoft. Which one do you want to use?". There are two options, each with a circular icon and text. The first option, "Work or school account Created by your IT department", is highlighted with a red rectangular box. The second option is "Personal account Created by you". At the bottom, there is a link that says "Tired of seeing this? Rename your personal Microsoft account."

- E. If requested, click again on the option for **Work or School account created by your IT department**.



This screenshot is identical to the previous one, showing the Microsoft account selection screen. The "Work or school account Created by your IT department" option is highlighted with a red rectangular box. In this version, the email address "@wtamu.edu" is visible next to the account name for both the "Work or school account" and the "Personal account" options.

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



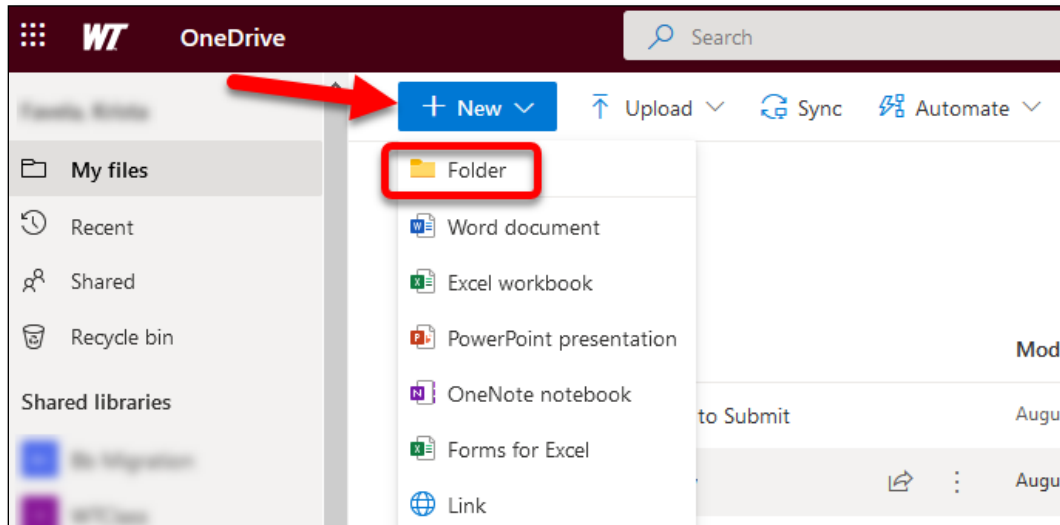
NEW WORLD. NEW WAY.  
**ALWAYS WT.**

**WT**  
**WEST TEXAS A&M**  
UNIVERSITY™

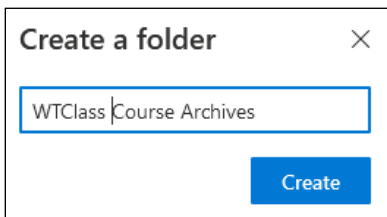
INFORMATION RESOURCES ACCESS POLICY. This computer system is the property of West Texas A&M University. Only authorized users may login to this computer system. All unauthorized use is strictly prohibited and subject to local, state, and/or federal laws. Therefore, this system is subject to security testing and monitoring. Misuse is subject to criminal prosecution. If you proceed to log into this system, you acknowledge compliance with University Rule 24.99.99.W1 . Security of Electronic Information Resources and all related University security policies located at <https://www.wtamu.edu/rules> and University Rule 33.04.99.W1 . Rules for Responsible Information Technology Usage. There should be no expectation of privacy except as otherwise provided by applicable privacy laws.

**Sign in**

- 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**.

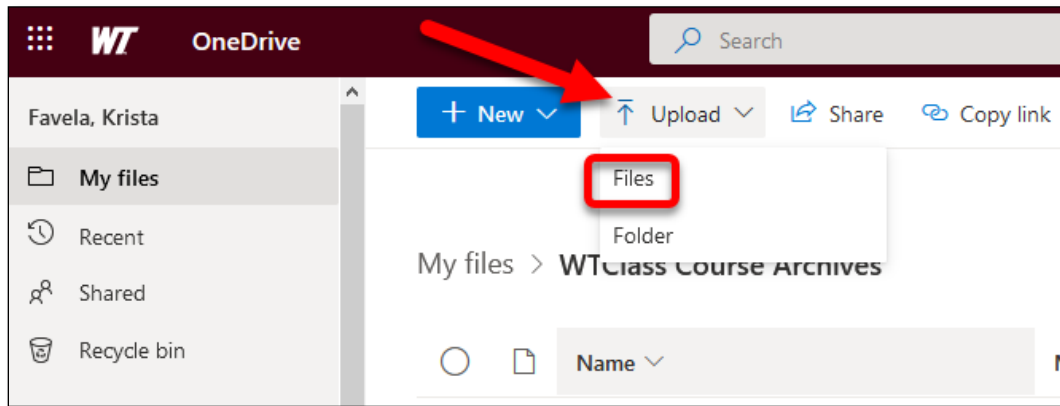


**Create a folder** ✕

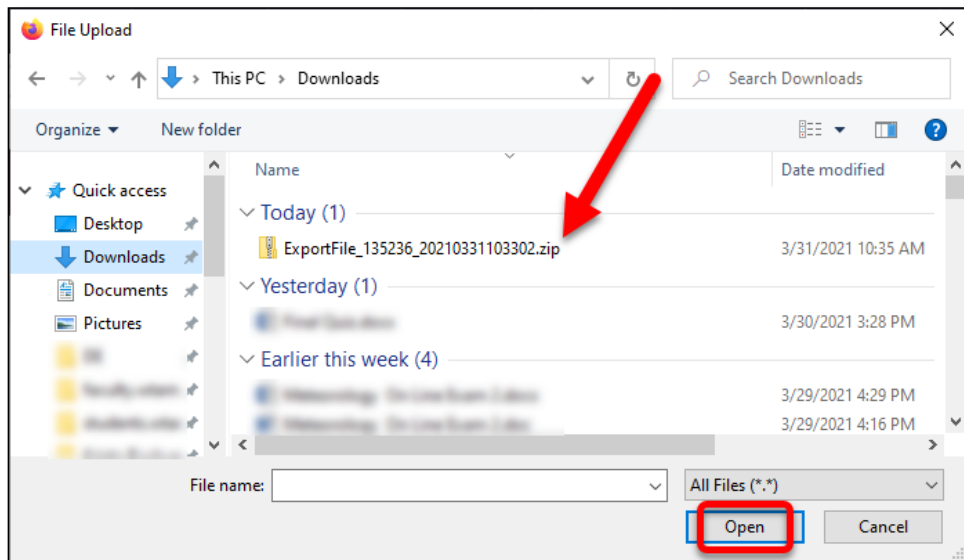
WTClass Course Archives

**Create**

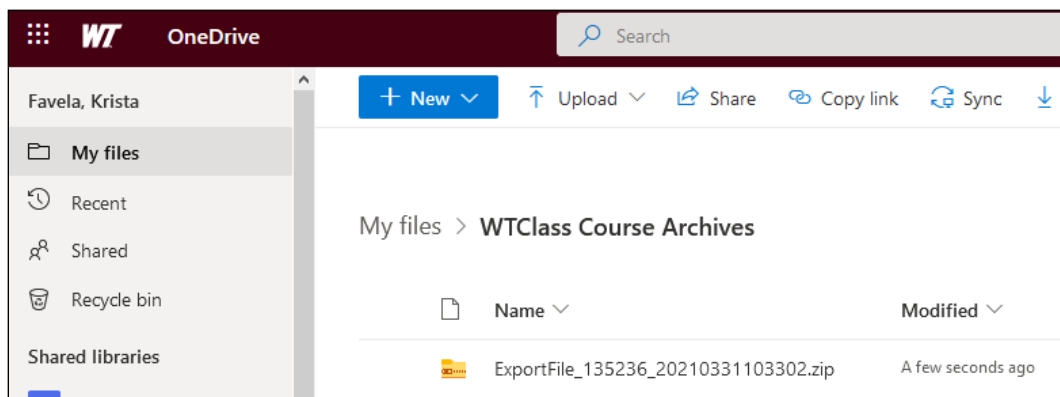
- I. Select the **Upload** button and choose the **Files** option.



- 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**.