How To Export A Blackboard Course

1. Log into Blackboard: https://courses.cwu.edu
2. Click into the course you want to export
3. Go to Packages and Utilities in the Course Management area in the lower left-side of the window and select Export/Archive Course

4. Click Export Package

5. You can check the package size by clicking on Manage Package Contents. If your course is larger than 350MB, you may experience difficulty. (If this is the case, you will export your course in smaller batches, not all at once.)
6. Select the course materials you want to export by checking the box on the left of the item.

7. Click Submit

8. Once you have received the green success bar, your export package has been queued.

9. Wait patiently while the export package is created.

10. Refresh the page using the circular arrow above the course menu.

11. Navigate back to the Export/Archive Course under Packages and Utilities. Look for the ExportFile_BBxxxxxx.zip file and download it to your computer.

Contact Delayna Breckon with questions – dbreckon@cwu.edu