



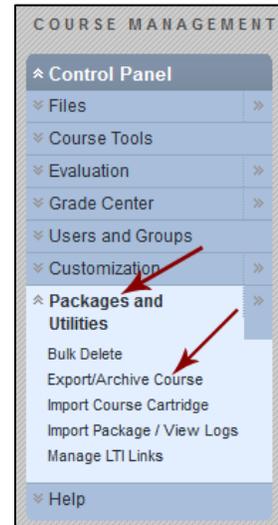
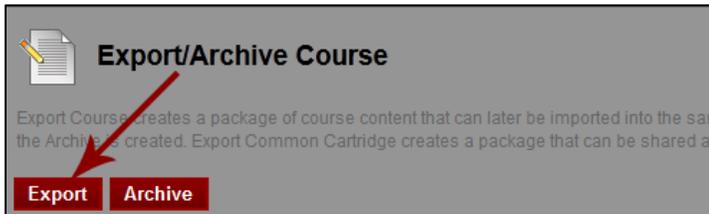
ITTC SMARTGuide for new users to Blackboard Learn

Exporting From Blackboard Learn

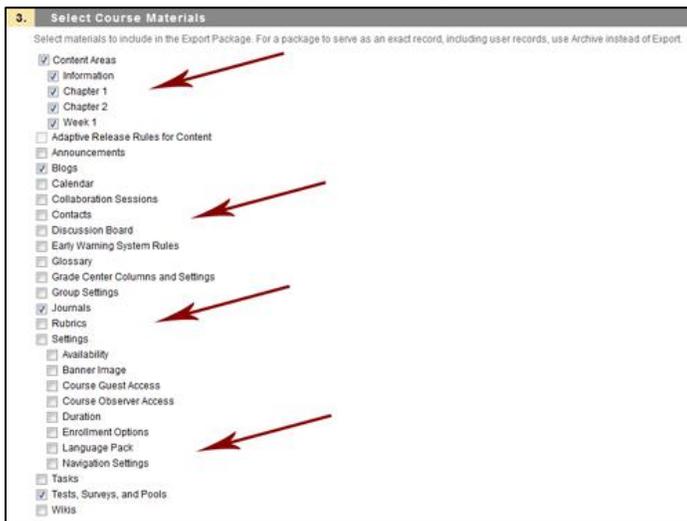
1. Select the course to be exported.



2. Under **Control Panel** on the left of your screen, clicking on **Packages and Utilities** will open up a drop down menu. Click on **Export/Archive Course**.
3. Click on **Export** on the top.



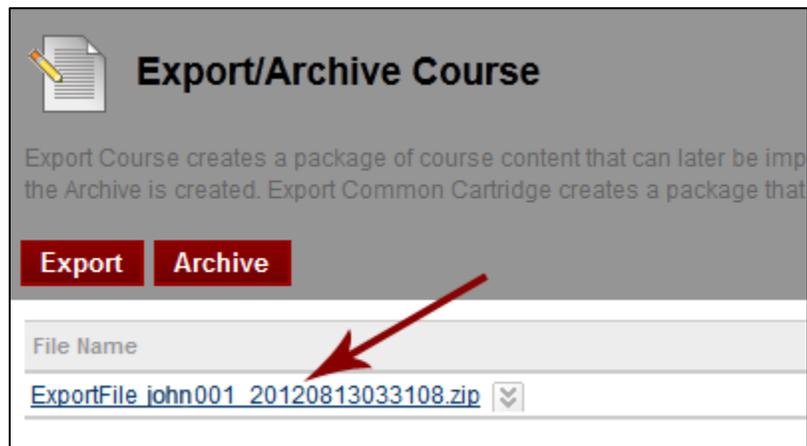
4. Select all the items you wish to export.



5. Click on *Submit* after you are done.

***** Please allow up to 60 minutes wait time for courses with lots of content (videos, PowerPoint, etc.). You will receive a confirmation email. Wait for the email. *****

6. After you receive the email, click on *Export/Archive Course* again under **Packages and Utilities** in *Control Panel*. You will see an Export File. Click on the file to download it. **Do not unzip or change the file name.**



7. You are done with *Exporting* your course.

Training material provided by the Interactive Teaching & Technology Center, Arkansas State University, AR 72467. For further information you may contact ittclab@astate.edu, 870-972-2334 or come by and visit us at <http://www2.astate.edu/ittc> or Library, Suite 301. Information for the **ITTCSMARTGuide** provided in part by <http://www.blackboard.com>.