

Exporting a Course Package

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Once you have finished creating your course content, you can export the course to a .zip file for your own records, or to easily re-create the course shell in the future.

Exporting A Course Package

1. Select the course you want to export.
2. Select **Content** from the top menu bar.

This screenshot shows the Blackboard Ultra Course interface for 'BBUltra101 Blackboard Ultra Course'. The 'Content' menu item in the top navigation bar is highlighted with a red box, and a red arrow points to it. The main content area displays a list of course items: 'Course Information' (Visible to students), 'Seneca Student Resources' (Visible to students), and 'Zoom Meeting' (Hidden from students). On the right side, there are sections for 'Course Faculty' (listing Professor X and Professor Y) and 'Details & Actions' (with links for Roster, Progress Tracking, and Course Image).

3. Select the **ellipsis** located at the top-right corner.

This screenshot shows the same Blackboard Ultra Course interface. The ellipsis menu icon (three dots) in the top-right corner of the 'Course Content' section is highlighted with a red box, and a red arrow points to it. The rest of the interface remains the same as the previous screenshot.

4. Select **Export Course Package**. The Export/Archive Course panel is displayed.

This screenshot shows the Blackboard Ultra Course interface with the dropdown menu open. The 'Export Course Package' option is highlighted with a red box, and a red arrow points to it. The dropdown menu also includes options for 'Batch Edit', 'Import Content', 'Copy Items', 'Course Tasks and Logs', and 'Unused Files'. The rest of the interface remains the same as the previous screenshots.



Zoom Meeting
Hidden from students ▾

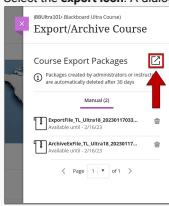


[View everyone in your course](#)

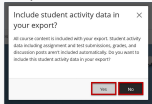
✓ Progress Tracking
[Turn on](#)

🖼️ Course Image
... ..

5. Select the **export icon**. A dialogue box prompting you to choose if you want to export student data is displayed.

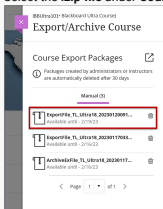


6. Complete one of the following tasks:



- Select **Yes** to export student data and class content.
- Select **No** to export only course content.

7. Select the **.zip file** under **Course Export Packages** to download the file. **Note:** Exported packages are automatically deleted from this panel after 30 days of their initial export.



Note: Ensure that your browser does not open files on download automatically or else the .zip file will be converted into a folder, making it difficult to import it back into Blackboard later.

You are now ready to import the course package. Visit: [Importing a Course Package](#) for instructions.

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tags : blackboard-ultra, exporting-your-course-package, setting-up-your-course, ultra