# How-To Export Your Course

Exporting your course will create a .zip file with your course content only. You can use an Export file to restore a course after it has been deleted from Blackboard. The export option will not save any student interactions, to retain student records you must create an Archive file.

o   Under the Control Panel, navigate to *Packages and Utilities* > *Export/Archive Course*.
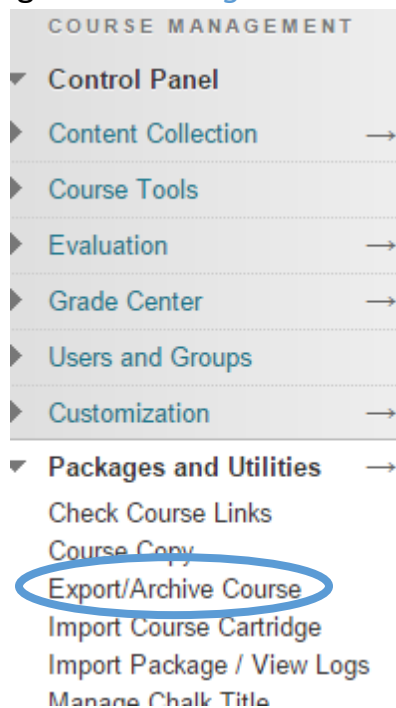
o   Select **Export Package**.
o   Under *Select Course Materials,* click the **Select All** button.
o   Click **Submit**.
o   Once the export process is finished, you will receive an email. To view your exported package, click **Refresh**.
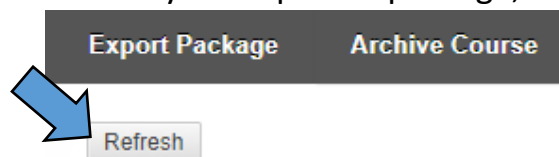
o   Click on the name of your export file to download it.
o   Save your exported .zip folder in a safe location where you can easily retrieve it.