

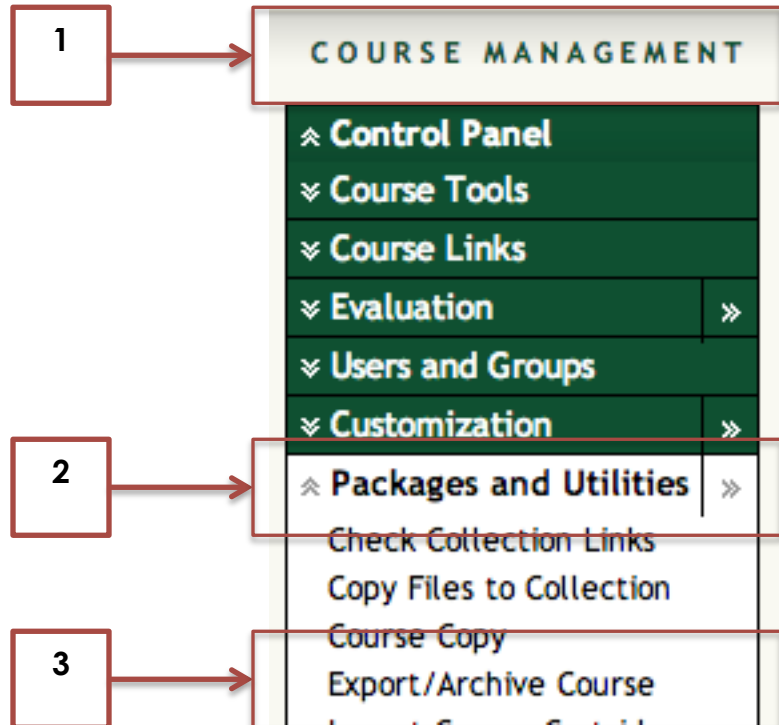
To export your discussion boards (DB's) in Blackboard (Bb):

Login to Bb: my.usf.edu

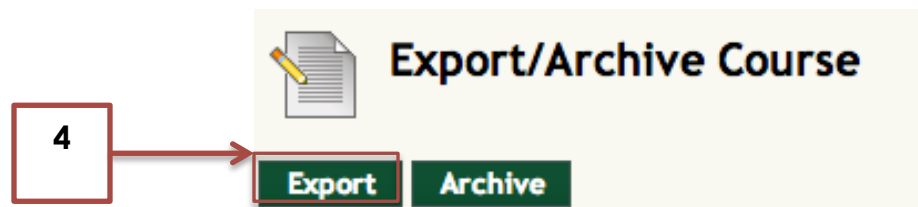
Enter the course for which you want to download the DB's

Navigate to

1. COURSE MANAGEMENT
2. Packages and Utilities
3. Export/Archive Course



4. Click "Export"



5. In SELECT COURSE MATERIALS, checkbox "Discussion Board"

Export Course

* Indicates a required field.

1. SELECT COPY OPTIONS

* Source Course ID ADE7169.001F12

2. CONTENT COLLECTION ITEMS

Include copies of Content Collection items linked to in the Course.

Yes No

3. SELECT COURSE MATERIALS

- Content Areas
 - Start Here!
 - Syllabus
 - Information
 - Modules
 - Assignments
 - <Hr noshde color=tan>
 - Tech Support
 - Invisible Assignment Area
 - Possible content
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Settings
- Contacts
- Tasks
- Tests, Surveys, and Pools

6. An ExportFile (.zip) will be created. Please be patient as it may take several minutes or hours depending on the size of files in your DB's.

- You will receive an email when the ExportFile is complete.
- Refresh your browser (or return to Course Management > Packages and Utilities > Export/Archive Course
- You will find a .zip file there.
- Double-click the file and save it

Unzip this file and you will find numerous .pdf's or .docx, each one of which is a discussion board post/reply

Export/Archive Course

Export **Archive**

| File Name |
|---|
| ArchiveFile_ADE7169.001F12_20130829041202.zip |
| ExportFile_ADE7169.001F12_20130829041818.zip |