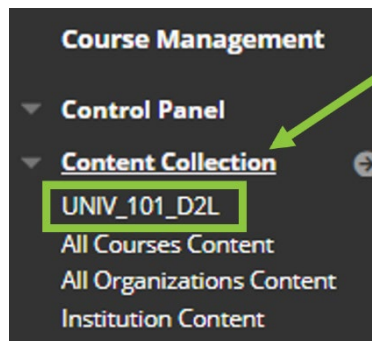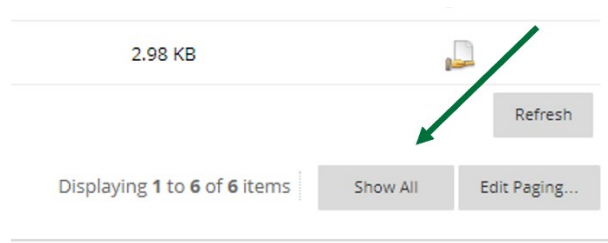# Download a Package

This allows you to download and save files and folders from your Blackboard Course Content Collection onto your computer. It is the easiest method if you only have a few files and folders.
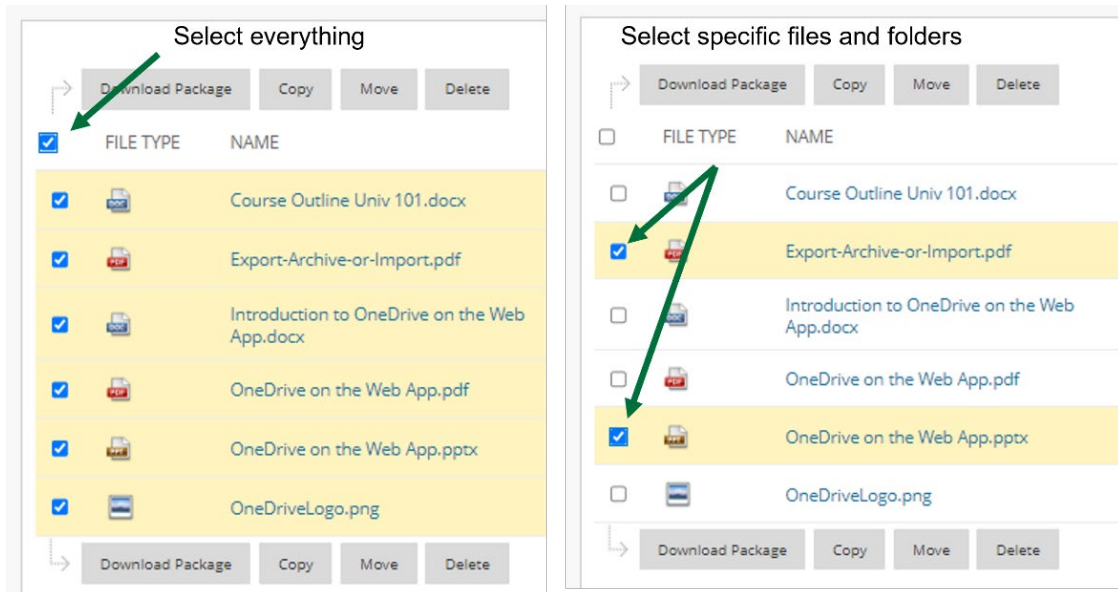
1. Log into myClass: https://ufv.ca/myclass/ and click on your Blackboard course
2. In the left side menu, under Course Management, click on **Content Collection** and click on your **course ID**.
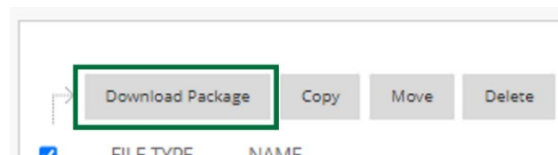

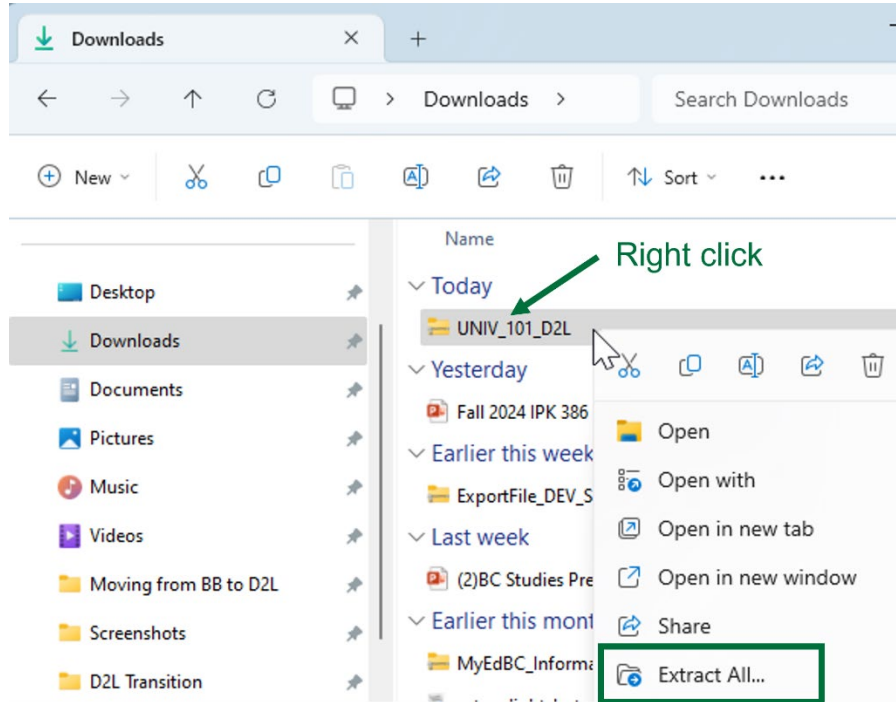3. Click on **Show All** at the bottom of the page to view all the files in your Content Collection.

4. Either click on the **checkbox in front of FILE TYPE** to select all the files and folders in the content collection,
   or **select the specific files and folders** you would like to save.

5. Click on **Download Package**

6. Your files and folders will be downloaded as a **.zip file**. You may be asked where to save the file, otherwise it will automatically be saved in your **downloads**.
   You may receive an email when the file is ready if your notifications in blackboard are set up to do this.

7. To open and view the content of that .zip file, you have to extract all of its content:
   - on a Windows device, open **file explorer.**
     Right click on the .zip file
     and select **Extract All**

- On a mac computer, **double click the .zip file** in your **Finder** App.

The unzipped files and folders will appear in a new folder with the same name, located in the same location as the .zip file.

8. Check that all the files and folders have been copied over and that they are accessible.

Looking for more tutorials? Check out our written How-To Guides at:
https://www.ufv.ca/teaching-and-learning/Brightspace We also have video How-Tos at
video.ufv.ca and you can always email us at asktlc@ufv.ca