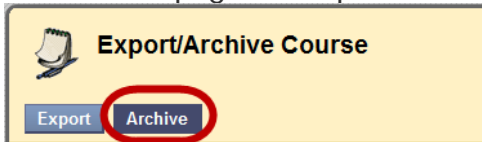


Archiving a Blackboard Course

Archive Course creates a permanent record of a course, including all the content and user interactions. Archived course files cannot be modified by Instructors and can only be used by a Bb Administrator to restore your course should it be deleted or become corrupted. *Archiving a course does not remove it from the Bb system.* Archive your course early and often; at the very least after any big test or assignment.

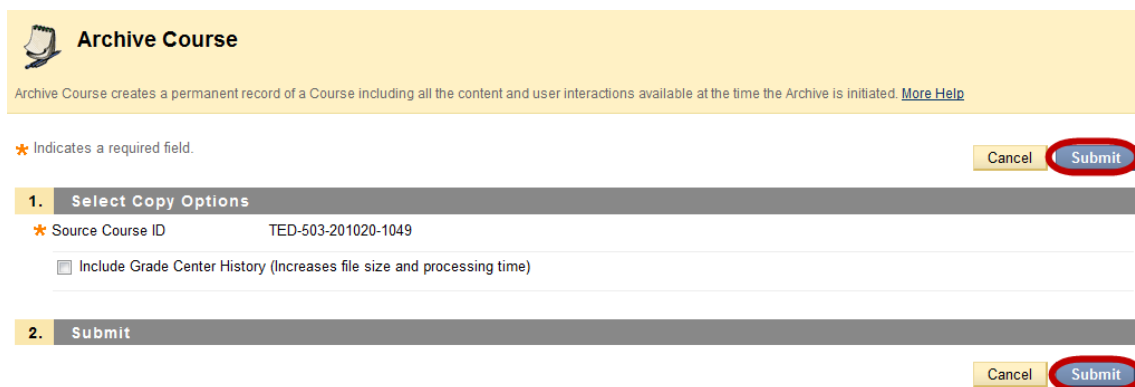
Follow these steps to archive your course:

1. In the **Control Panel** click on **Packages and Utilities**.
2. Under **Packages and Utilities**, click on **Export/Archive Course**.
3. On the new page that opens, click the **Archive** button.



This takes you to a page titled *Archive Course*.

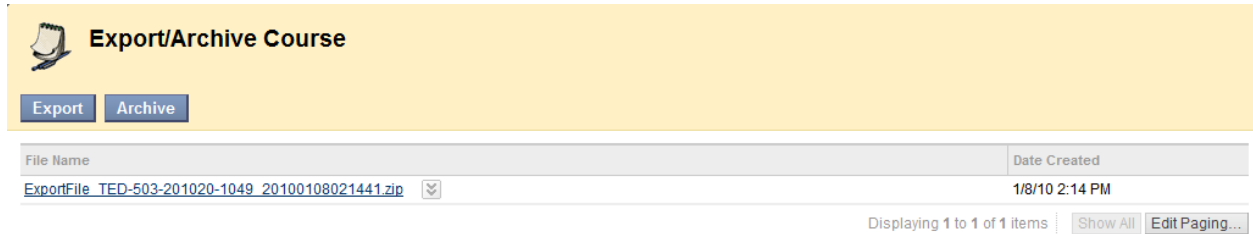
4. *Section 1: Select Copy Options*
 - o The **Source Code ID** listed should match the Course ID for the course you want to archive. If it does not match, click **Cancel** and make sure you are in the correct course before beginning again at Step 1.
 - o A copy of the grade center will be saved with the course. (The "*Include Grade Center History*" checkbox provides the option of saving more historical information associated with the Grade Center; however, be aware that the archiving process will take longer if you check it).
5. *Section 2: Submit*
 - o Click the **Submit** button.

A screenshot of the 'Archive Course' form. The form has a yellow header with a document icon and the text 'Archive Course'. Below the header, there is a description of the archive process and a 'More Help' link. A legend indicates that an asterisk (*) indicates a required field. The form is divided into two sections: '1. Select Copy Options' and '2. Submit'. In the '1. Select Copy Options' section, there is a required field for 'Source Course ID' with the value 'TED-503-201020-1049' and a checkbox for 'Include Grade Center History (Increases file size and processing time)'. In the '2. Submit' section, there are 'Cancel' and 'Submit' buttons. The 'Submit' button is circled in red.

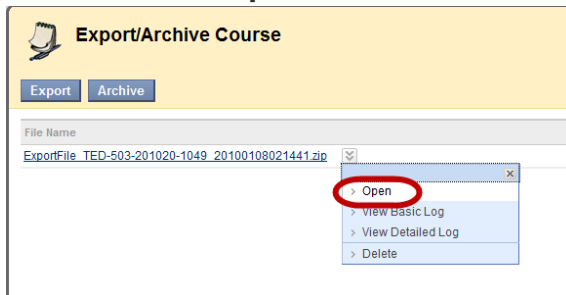
6. After submitting, you will see a success message at the top of the page: *"This action has been queued. An email will be sent when the process is complete."*

Success: This action has been queued. An email will be sent when the process is complete.

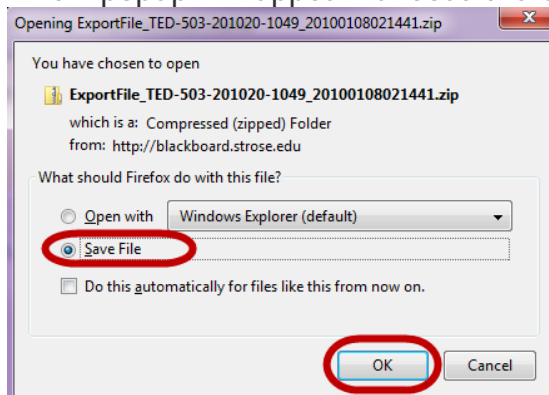
7. Usually this process does not take very long, unless you chose to include the Grade Center History. It is best to check your email to see if you got the message from the Blackboard system telling you the archive has been completed.
8. Click again on Export/Archive Course (under Packages and Utilities in the Control Panel) to refresh the page, and you should see your course. Your archived file will be named ArchiveFile_[YourCourseID+UniqueIdentifier#].zip and the date it was created is listed to the right.



9. **IMPORTANT:** To fully protect your course information, you now need to download a copy of the archive file from the Export/Archive Manager to your computer.
 - o Do this by clicking on the down arrow to the right of the file name.
 - o Then choose **Open**.



- o A new popup will appear. Choose the **Save File** option.



- o Clicking **OK** will save the file to your local computer where you usually download files.
- o *Save this file in a safe place away from the actually Blackboard course.* You may also wish to back it up as you would any important file: burn it to a CD, copy it on a backup drive or thumb/flash/pen drive, etc.