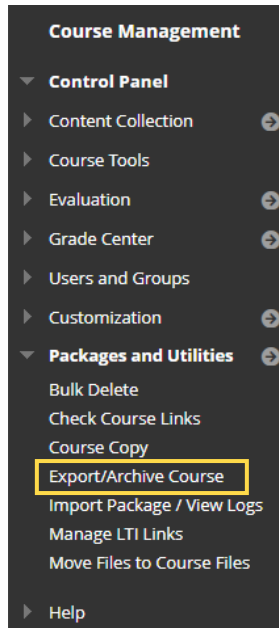


The **Archive Course** feature creates a permanent record of a course including all the content and user interactions. Archived courses are saved as ZIP files but are not considered standalone files and can only be imported back into the Blackboard LMS.

**Do not unzip** the Archive package otherwise the package may not import back into Blackboard correctly if needed.

## To Prepare Your Course for an Archive and Submit to the System Queue:



1. Navigate to the course you want to archive. Click on **Export/Archive Course** under the **Package and Utilities** section of **Course Management** (Figure 1).

2. On the **Export/Archive Course** page, select **Archive Course**.

Archive Course

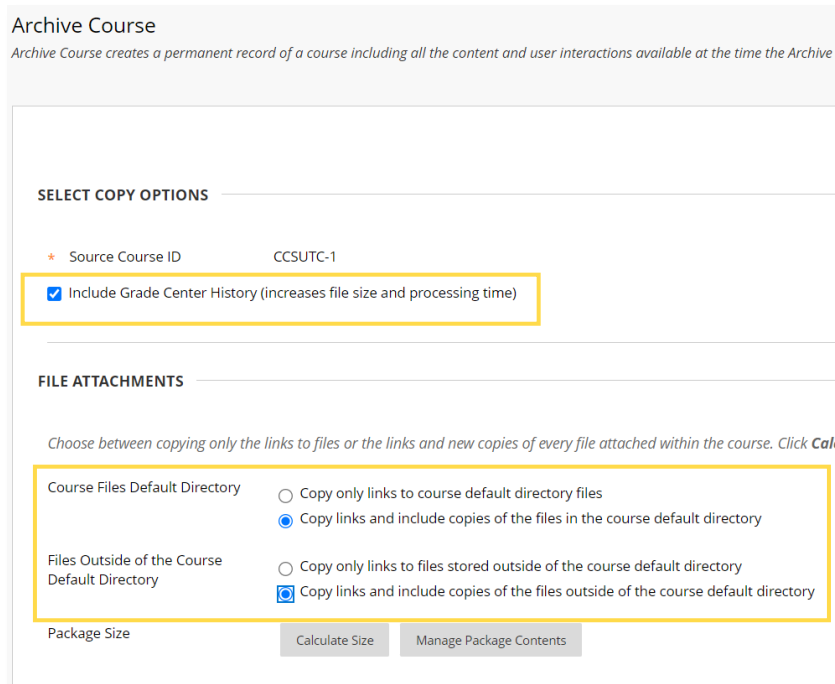
3. Once on the **Archive Course** page (Figure 2), select the check box for **Include Grade Center History**.

4. In the **File Attachments** section select **Copy links and include copies of the files** for:

- Course Files Default Directory and
- Files Outside of the Course Default Directory

5. Click **Submit**.

You will receive an email to your Outlook account informing you that the Archive is complete. Time to complete is under 5 mins.



Archive Course

Archive Course creates a permanent record of a course including all the content and user interactions available at the time the Archive is created.

SELECT COPY OPTIONS

\* Source Course ID      CCSUTC-1

Include Grade Center History (increases file size and processing time)

FILE ATTACHMENTS

Choose between copying only the links to files or the links and new copies of every file attached within the course. Click Calculate Size to see the package size.

Course Files Default Directory       Copy only links to course default directory files  
 Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory       Copy only links to files stored outside of the course default directory  
 Copy links and include copies of the files outside of the course default directory

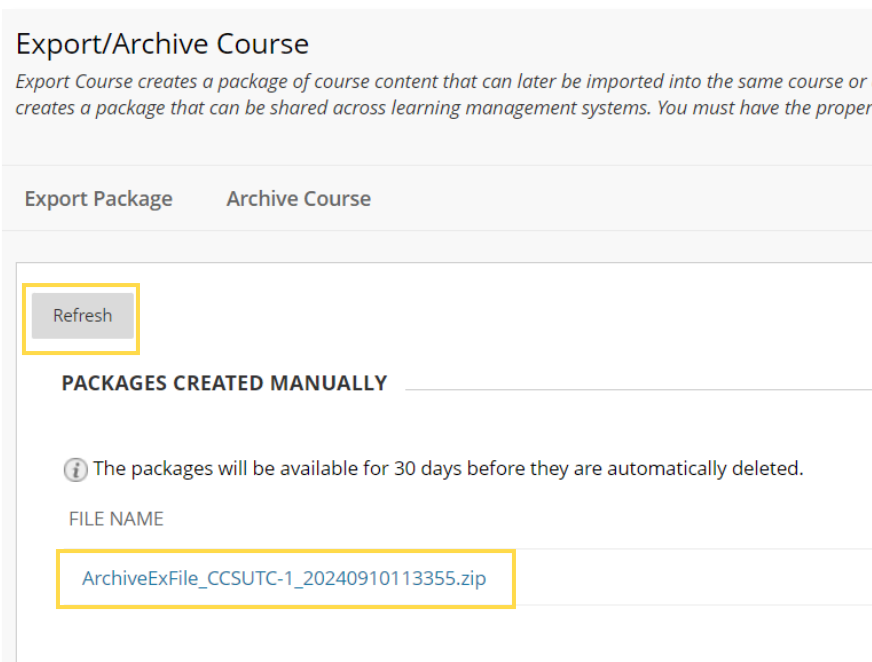
Package Size      Calculate Size      Manage Package Contents

Figure 1

Figure 2

## Downloading the Archive and Storing the File:

1. Once you have received the email success message, return to the Blackboard course and Click the **Refresh** button (*Figure 3*).
2. You will see your archive file under the **Packages Created Manually** section. Click the entry under **File Name** to download the Zip archive.



**Figure 3**

The download will start automatically and based upon the settings of your computer; it will either store to your Downloads folder or prompt you to save the file to a location on your computer.

It is best practice to save your file to a location where you can find your file easily and that has adequate storage such as a cloud drive or an external hard drive for backups.