Archiving a Course In Blackboard

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.

<u>Do not unzip</u> the Archive package otherwise the package may not import back into Blackboard correctly if needed.

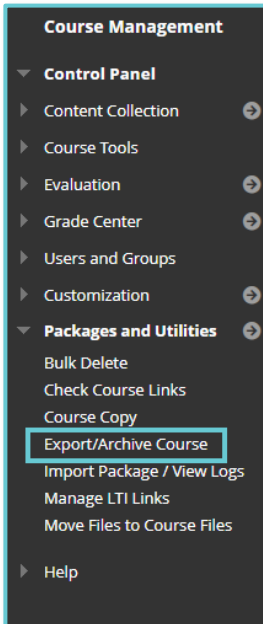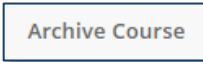## To Prepare Your Course for an Archive and Submit to the System Queue:

Figure 1

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.**

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.
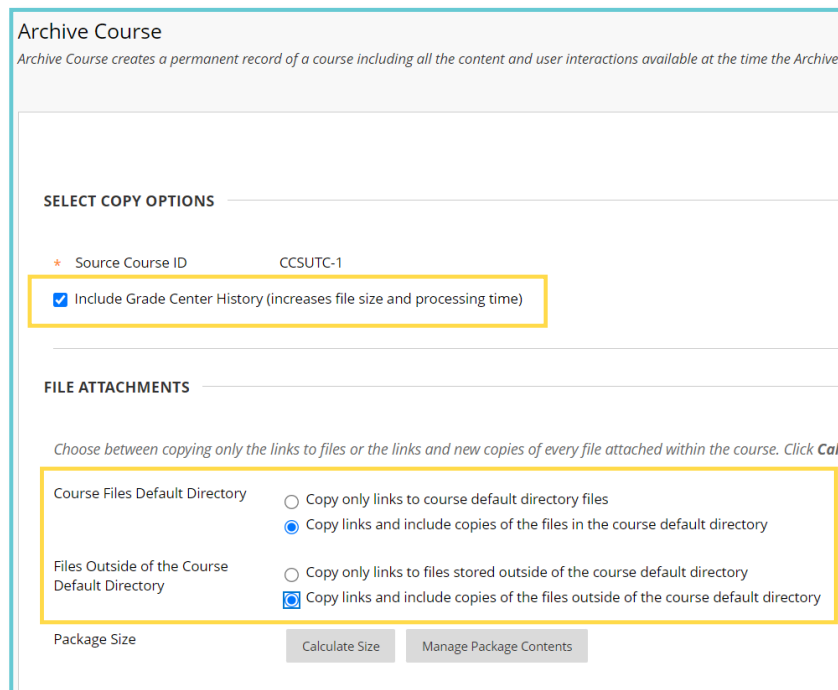

Figure 2

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.
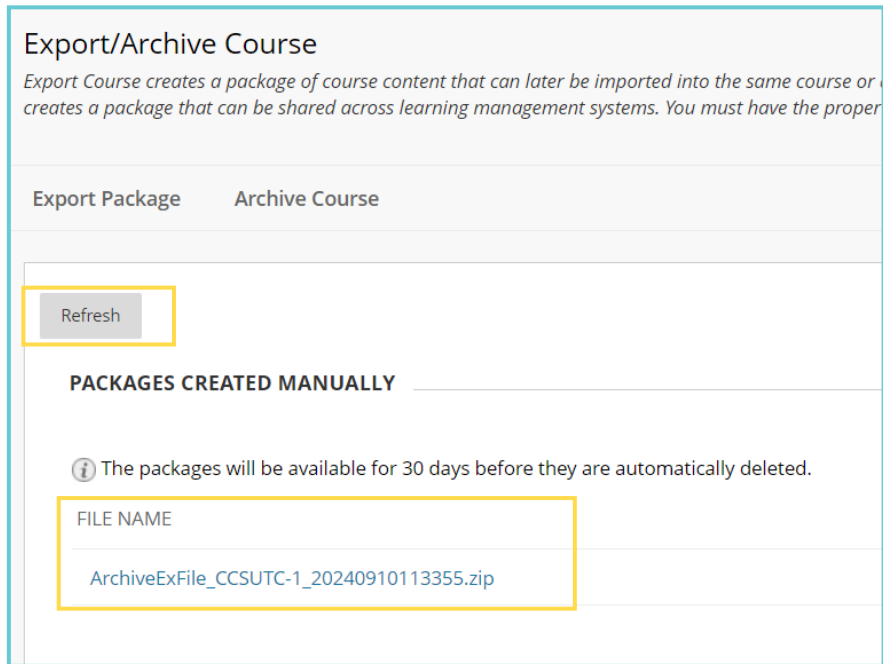

Figure 3

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.