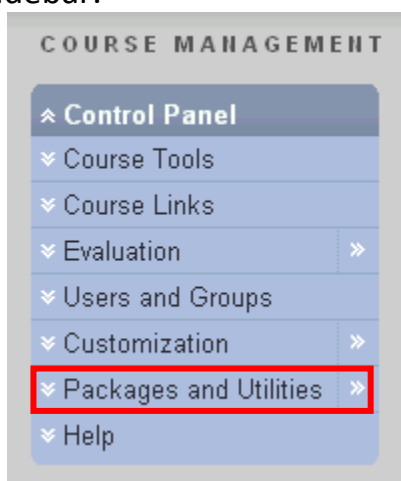


How to Archive a Course

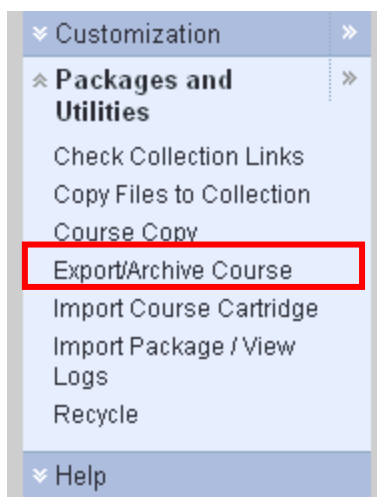
Archive Course creates a permanent record of a course including all the content and user interaction. Archived courses are saved as .zip files with the following file naming structure: ArchiveFile_Course_ID.zip. Archiving a course does not remove it from the system. The zip file is intended for backup purposes only.

Archiving a Course

1. Select **Packages and Utilities** in your course's Control Panel through the Course Management sidebar.



2. Select the **Export/Archive Course** link in the Packages and Utilities section.



- Click on **Archive** from the Action Bar of the Export/Archive Manage page.



Export/Archive Course

Export Course creates a package of course content that can later be imported the content and user interactions available at the time the Archive is created. Y

Export

Archive

- Select if you wish to include Grade Center History and copies of Content Collection Items and click **Submit**.



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 initiated. You must have Manage Permissions on these files in order to make copies of them or to re-link them when copied. [More Help](#)

Cancel Submit

1. Select Copy Options

★ Source Course ID Bb_Test_Course

☐ Include Grade Center History (Increases file size and processing time)

2. Course Files

Choose between copying only the links to files in Course files or the links and new copies of every file in Course Files. Click **Calculate Size** to make sure that the package size does not exceed the limit.

Course Files



Copy links to Course Files



Copy links and copies of the content (Include all Course Files)

Package Size

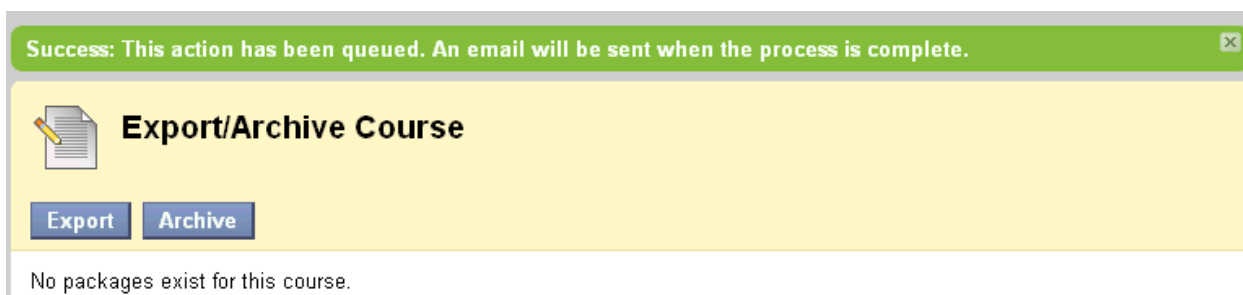
Calculate Size

Manage Package Contents

3. Submit

Cancel Submit

After the Archive Course page is submitted the system creates the course package. When the package is complete, the Instructor who initiated the operation receives an email.



After the email is received, the Instructors may open the Export/Archive Manager page within Blackboard and download the course package to the local computer.

5. Click the drop down arrow next to the file name and select open. A dialogue box to save the zipped course will appear. Select **OK**.

