

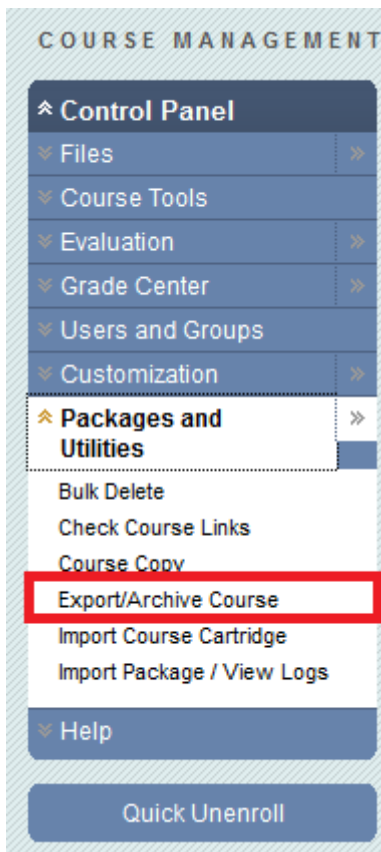
Archiving Blackboard Courses

Archiving saves a course and course content for backup purposes only. The archive can only be restored by the Blackboard Administrator. You will not be able to open the zip file created.

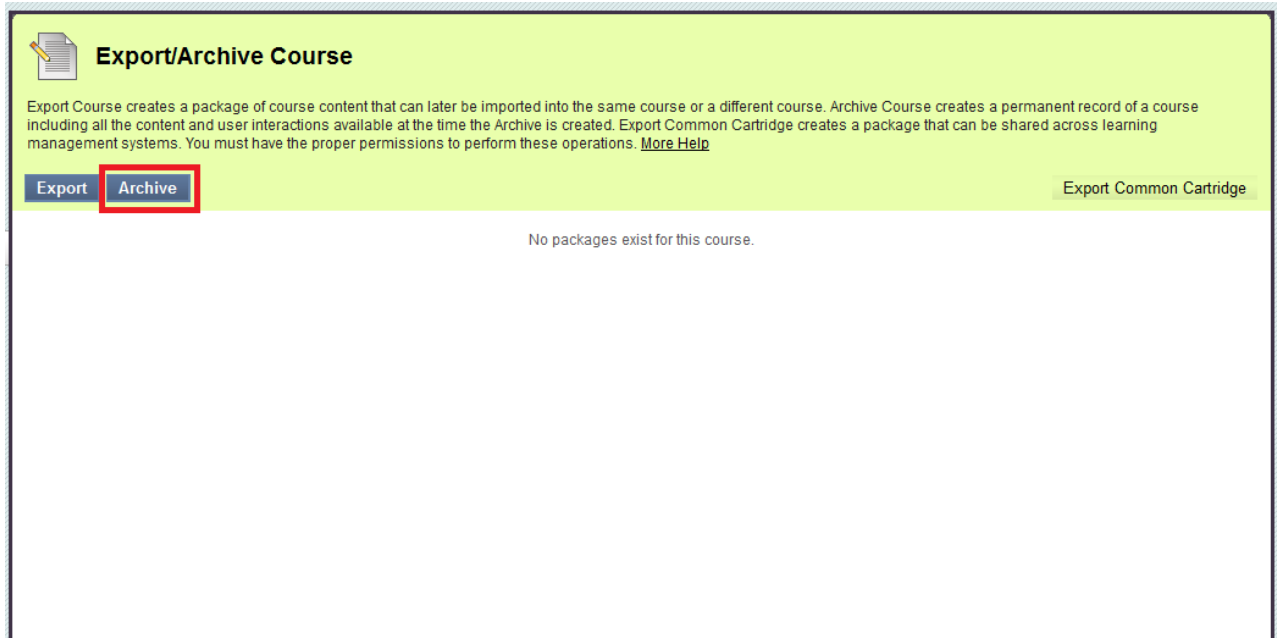
Archive your Blackboard course periodically especially at the end of each semester and prior to any scheduled Blackboard maintenance.

How to Archive a Course

1. Log on to Blackboard and enter the course.
2. In the **Control Panel**, select **Packages and Utilities > Export/Archive Course**.



3. The Export/Archive Course window appears. Click **Archive**.



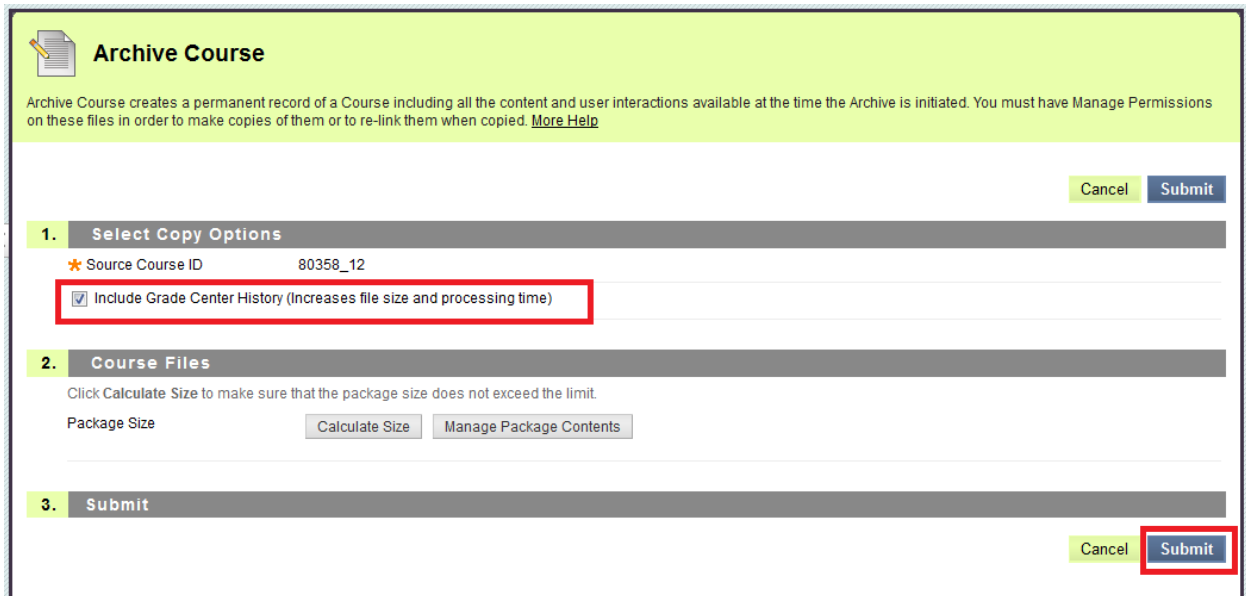
Export/Archive Course

Export Course creates a package of course content that can later be imported into the same course or a different 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. Export Common Cartridge creates a package that can be shared across learning management systems. You must have the proper permissions to perform these operations. [More Help](#)

Export **Archive** Export Common Cartridge

No packages exist for this course.

4. The Archive Course window appears. Check the box next to **Include Grade Center History**.



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 80358_12

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

2. Course Files

Click Calculate Size to make sure that the package size does not exceed the limit.

Package Size Calculate Size Manage Package Contents

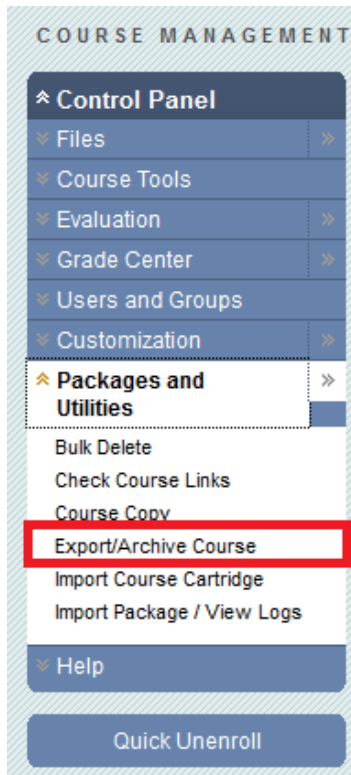
3. Submit

Cancel **Submit**

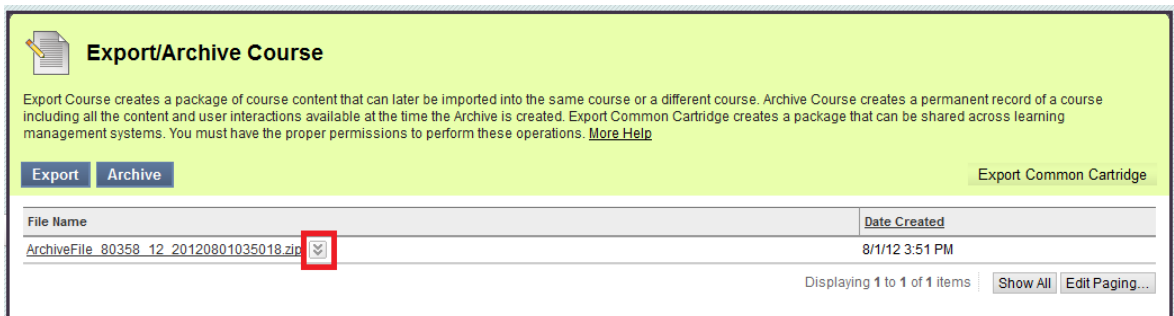
5. Click **Submit**. You will see a confirmation across the top of the window that your archive is being created. You will receive an email when the archive is completed.

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

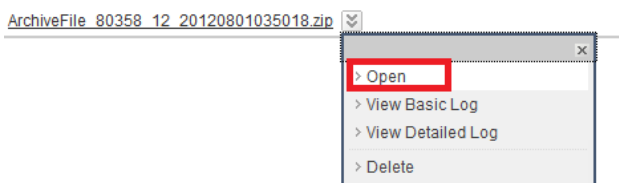
- Once you receive the email, return to the course and click **Control Panel > Packages and Utilities > Export/Archive Course**.



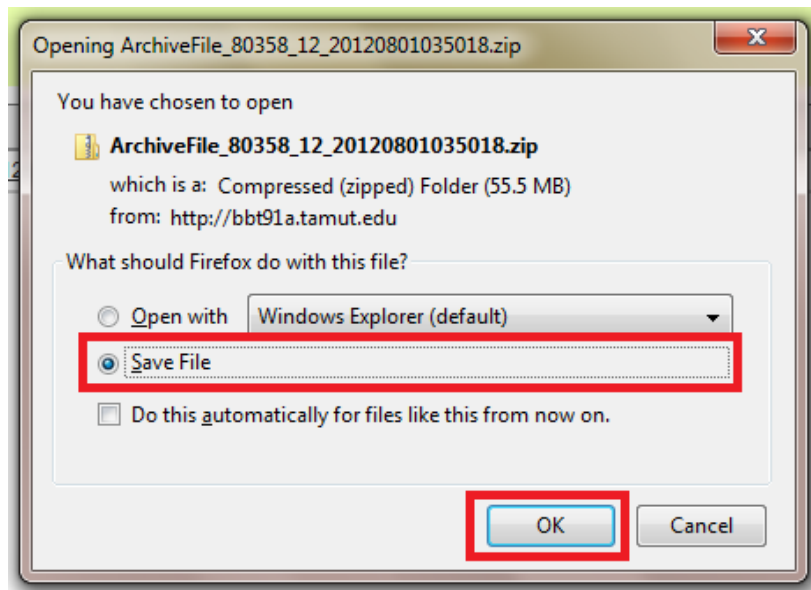
- You will see a link to an archive file of your course.



- Click in the shaded arrows to the right of the file and select **Open**.



9. The File Download window appears. Select **Save File** and click **OK**.



10. The file will be saved to your Downloads folder as a Zip file. If your course ever needs to be restored, give this file to the Blackboard administrator. Remember, the content of the file is a snapshot of the course at a particular time. Therefore, archiving frequently is good practice.