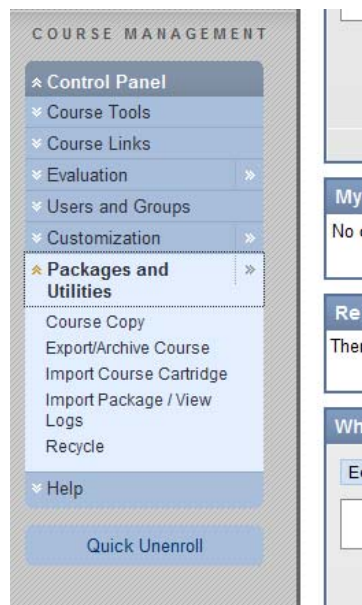


How to Archive a Course

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. **This is a two-step process.**

Archiving a Course

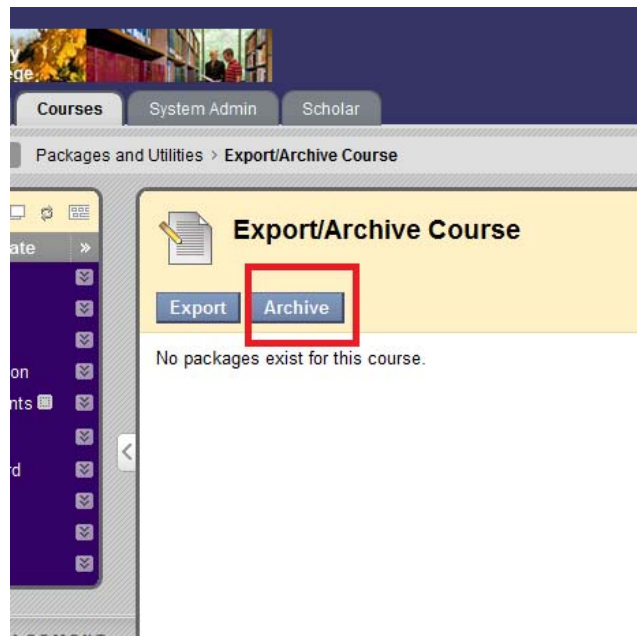
1. Select **Packages and Utilities** in your course's Control Panel through the Course Management sidebar.



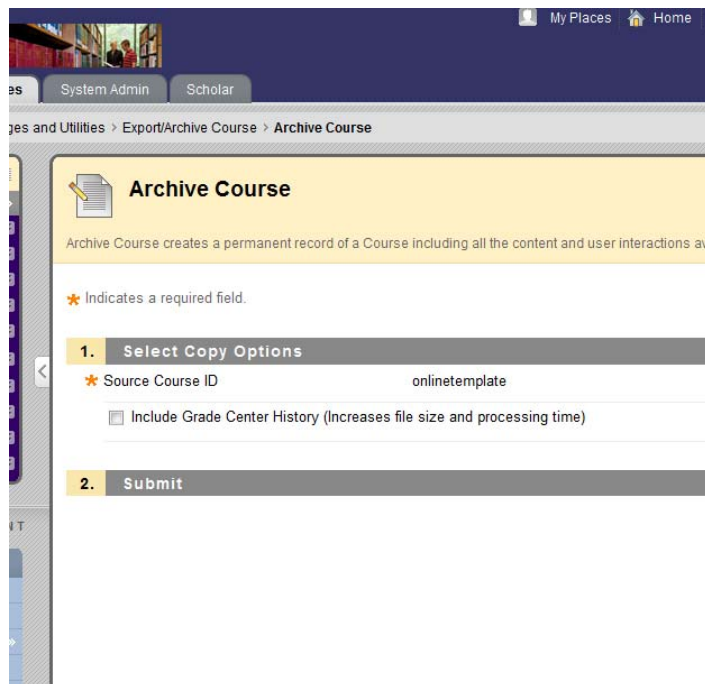
2. Select the **Export/Archive Course** link in the Packages and Utilities section.



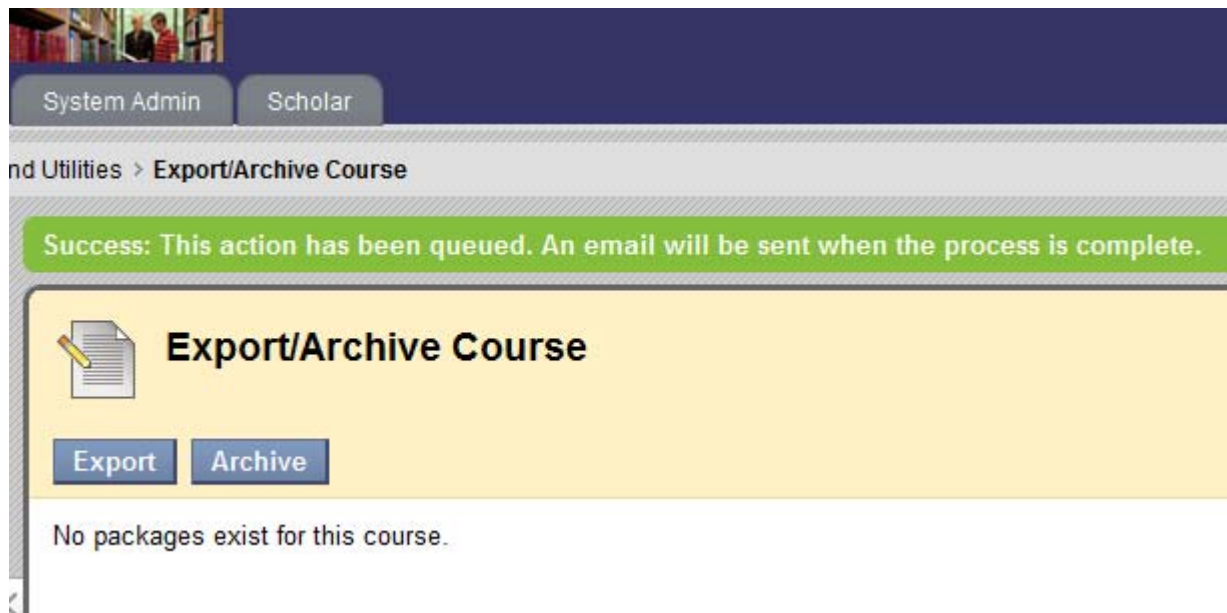
3. Click on **Archive** from the Action Bar of the Export/Archive Manage page.



4. Select if you wish to include Grade Center History and copies of Content Collection Items and click **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 returns to the Export/Archive Manager page within Blackboard and download the course package to their local computer by clicking on the .zip file and selecting 'Save as'.

