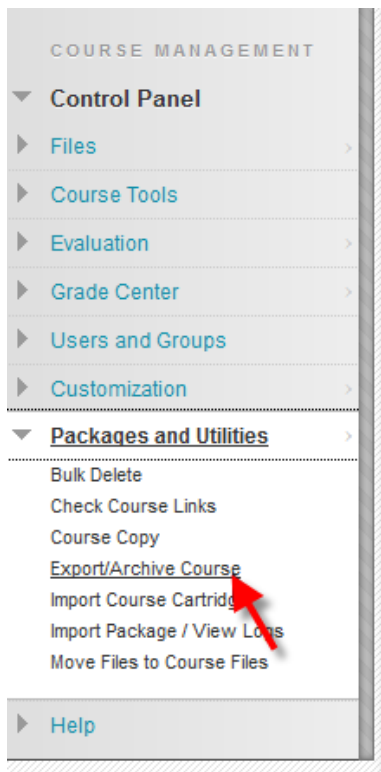


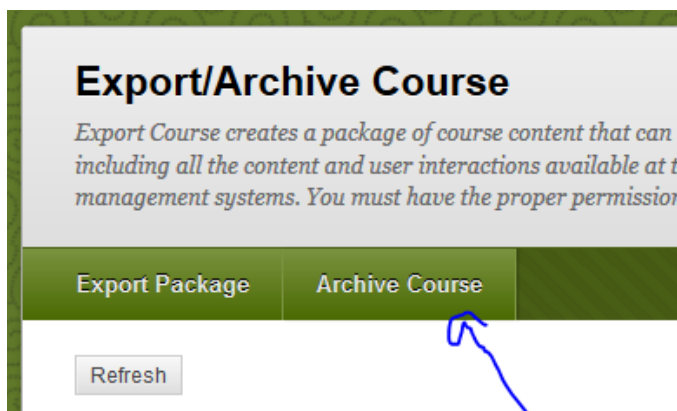
## Archiving Your Course

By Scott Badger

A Blackboard course archive is a .zip file which contains all of the grades, content and activity within the course. One can only access the contents within the archive if one restores it within Blackboard.



1. Below Control Panel, click Packages and Utilities > Export/Archive Course.




2. Click Archive.

## 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. [More Help](#)

Cancel Submit

1. **Select Copy Options**


1  \* Source Course ID 1142-RICOL-CIS-251-SEC03

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

2. **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 make sure that the package size does not exceed the limit.

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

Package Size 


3. **Submit**

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel Submit 

3. Turn on “Include Grade Center History (Increase file size and processing time).”
4. Turn on “Copy links and include copies of the files in the course default directory”.
5. Click Submit.

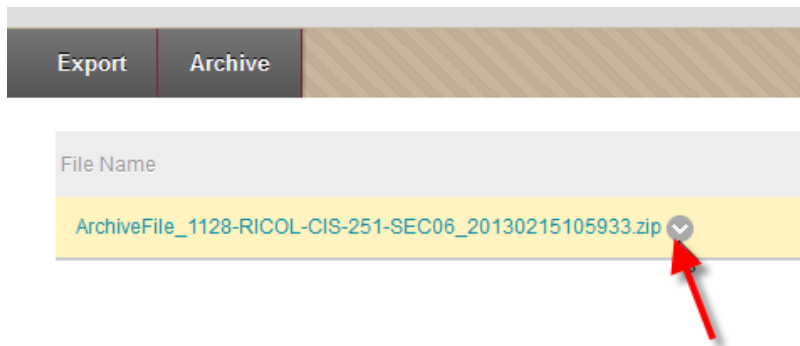
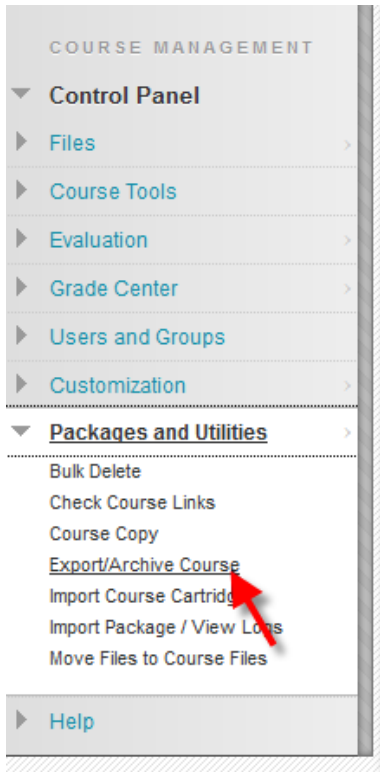
You will receive this message:

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

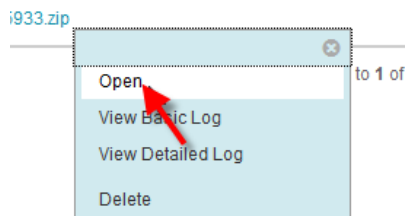
### Export/Archive Course

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](#)

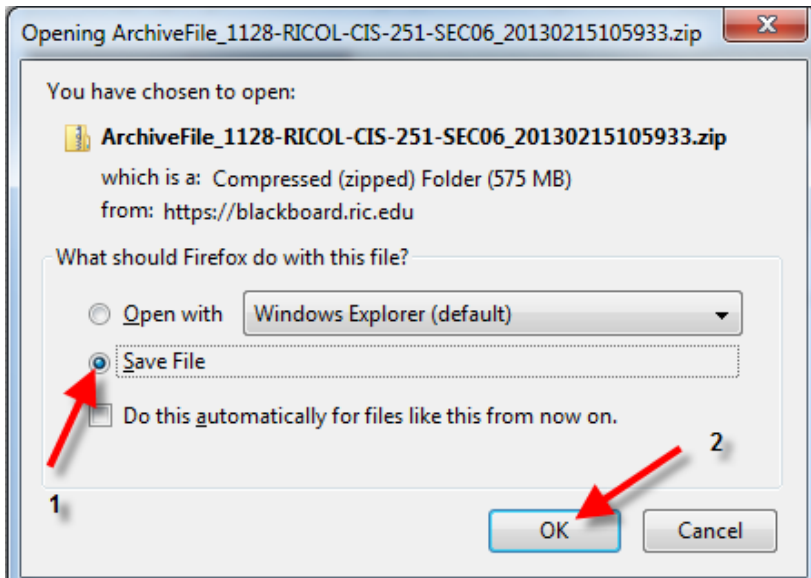
Once you receive an email noting that the archive is ready, you can go back to Control Panel >Packages and Utilities>Export/ Archive Course



6. Mouse over the Archive file and click the down arrow.



7. Click Open.



8. Turn on Save File.

9. Click Ok.

Note: If you are using FireFox, the file will be downloaded to the Download folder. If you are using Internet Explorer, you will be asked on where you want to save your archive file to.

**IMPORTANT:** Please make sure to save your files in a secure personal location – if you save it on your personal computer, please make sure to make a backup of it. If you would like to save remotely, you can use Dropbox, Box, OneDrive, OneDrive for Business to keep your archives safe.