

Archive a Course

If you would like to save your course content, follow these steps. Blackboard will create a ZIP file which will contain all of your course information.

1. In the **Control Panel** area under the **Package and Utilities** section, click **Export/Archive Course** and then click **Archive** button.

2. The next screen will ask you if you would like to include your Grade Center history.
Note: Checking this box will increase processing time)

3. Next, select **Submit**. You will receive a notification on the next screen saying

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

4. After you receive the email from Blackboard telling you that your archive is complete, come back to the Archive screen. (**Packages and Utilities > Export/Archive Course > Archive**).

5. You should now see a link to your archived course. You need to save this file. To do so, Right-Click your mouse on the link and select "**Save Target As.**" A Window will appear. Choose the location where you want to save your archive file and press Save.