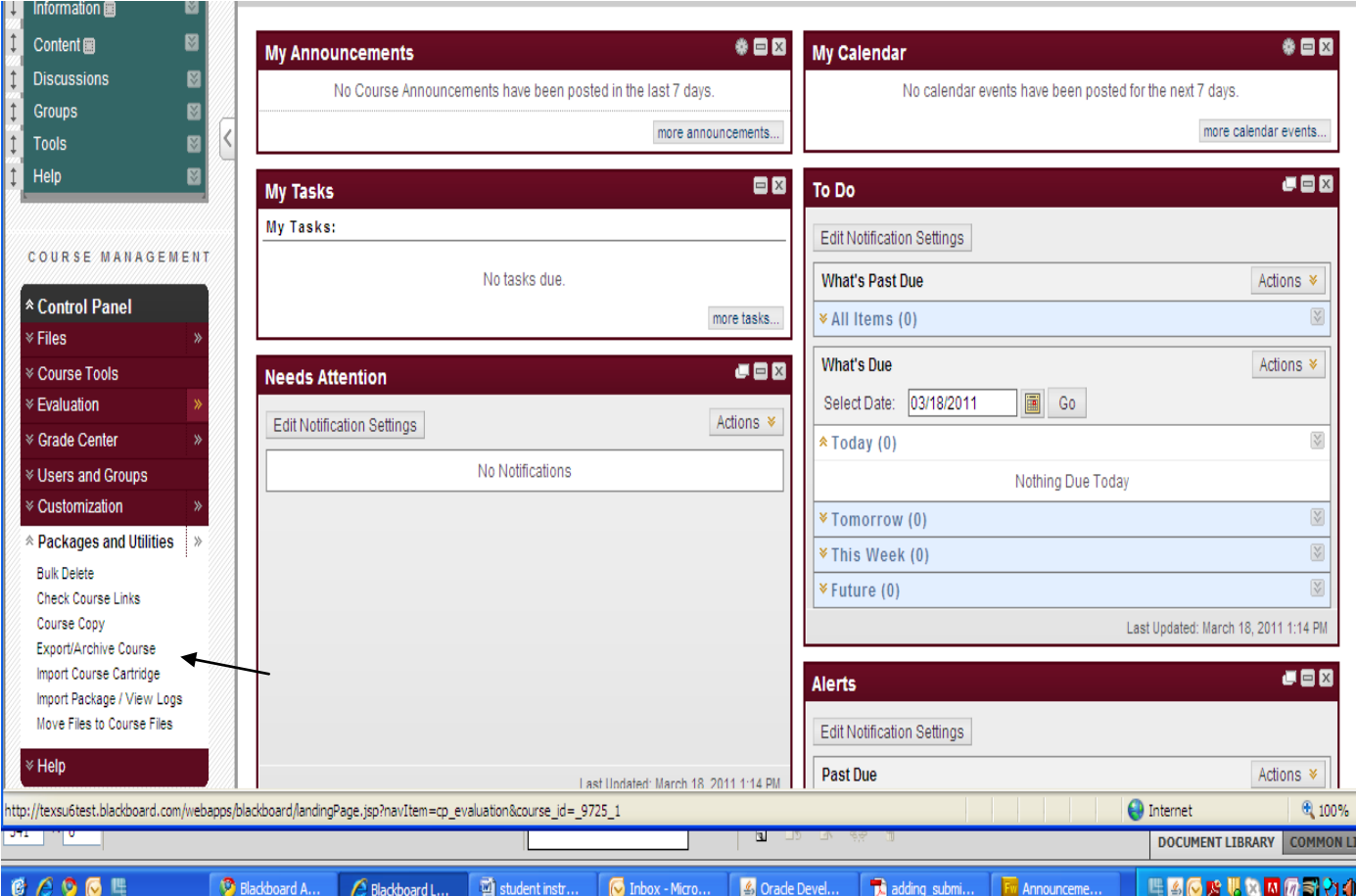


How to Archive a Course in Blackboard:

1. Inside the course to be archived click on **Control panel** and then **Packages and utilities**



The screenshot displays the Blackboard course management interface. On the left, a vertical navigation menu is visible under the heading "COURSE MANAGEMENT". The menu items are: Information, Content, Discussions, Groups, Tools, and Help. Below these, the "Control Panel" is expanded, showing sub-items: Files, Course Tools, Evaluation, Grade Center, Users and Groups, and Customization. The "Packages and Utilities" item is selected and expanded, showing options: Bulk Delete, Check Course Links, Course Copy, Export/Archive Course, Import Course Cartridge, Import Package / View Logs, and Move Files to Course Files. An arrow points to the "Export/Archive Course" option. The main content area of the interface is divided into several panels: "My Announcements" (No Course Announcements have been posted in the last 7 days), "My Calendar" (No calendar events have been posted for the next 7 days), "My Tasks" (No tasks due), "Needs Attention" (No Notifications), "To Do" (What's Past Due, What's Due, Today (0), Tomorrow (0), This Week (0), Future (0)), and "Alerts" (Past Due). The browser address bar shows the URL: http://texsu6test.blackboard.com/webapps/blackboard/landingPage.jsp?navItem=cp_evaluation&course_id=_9725_1. The taskbar at the bottom shows several open applications, including Blackboard A..., Blackboard L..., student instr..., Inbox - Micro..., Orade Devel..., adding_submi..., and Announceme...

2. Under Packages and utilities click on **Export/Archive Course**

3. In option 1, select whether to include **Grade Center History**

4. In **option 2** you can calculate the **Course File Size** and manage contents to be archived by selecting the file you want and click **Submit**

5. Wait for a few minutes and you will receive an email saying the course archive is complete

6. Go back to **Packages and Utilities** and click on **Export/Archive** course in the course you are archiving

7. The **course archive** will appear on the list

8. Click on your file and **Save** it to a place of your choice.

You have successfully archived your course