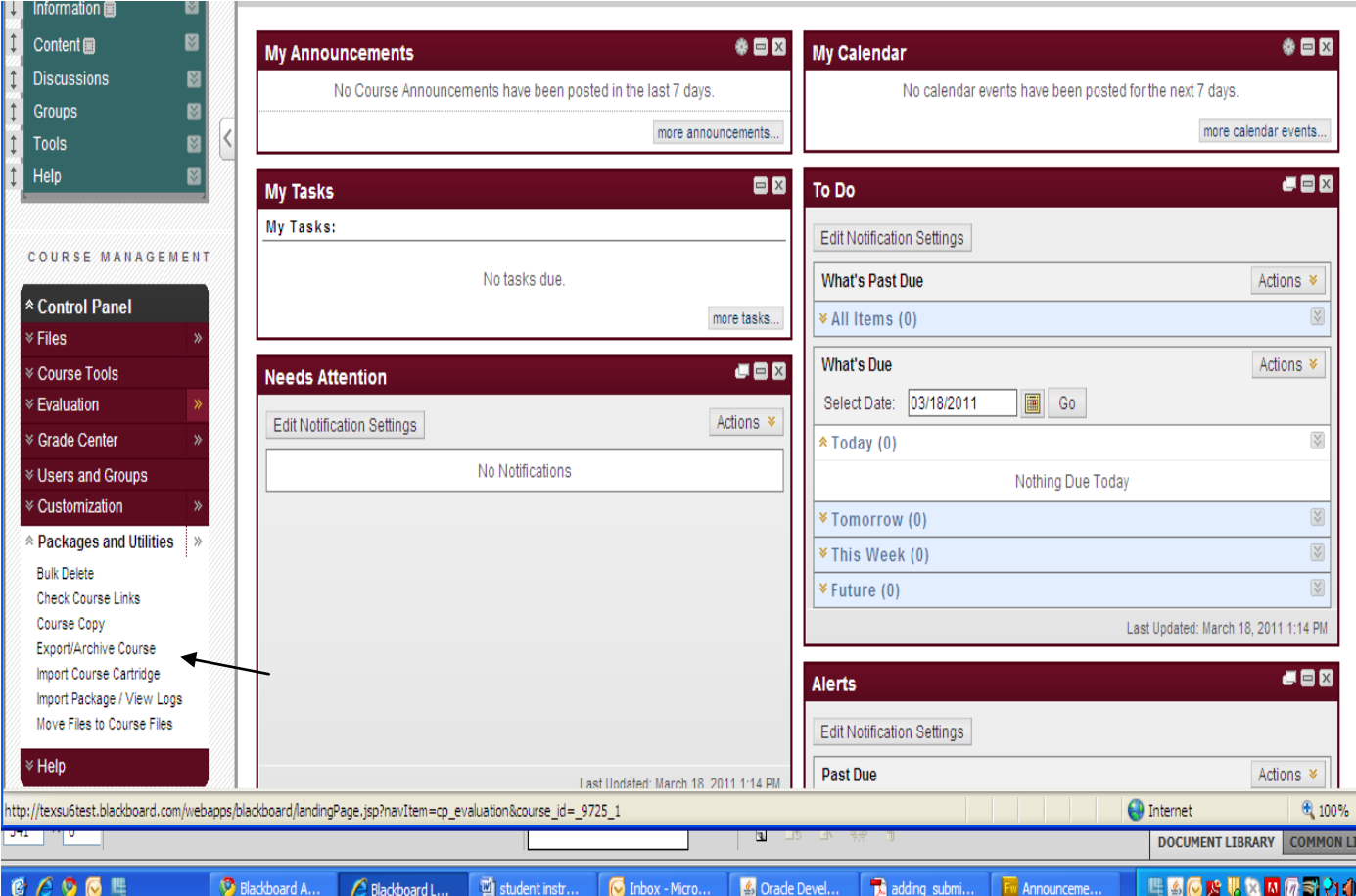


How to Archive a Course in Blackboard:

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 on the right contains several widgets: '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, Tomorrow, This Week, Future), 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**

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 AJ_788-01_201120

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

3. **Submit**

Cancel Submit

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

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 initiated. 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

File Name	Date Created
ArchiveFile tempPSYCH001_20110321031658.zip	3/21/11 3:17 PM

Displaying 1 to 1 of 1 items |

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

0% of ...mp...PSYCH001_20110321031658...

Save As

Save in: Desktop

File name: ArchiveFile tempPSYCH001_20110321031658.zip

Save as type: Compressed (zipped) Folder

Save Cancel

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

You have successfully archived your course