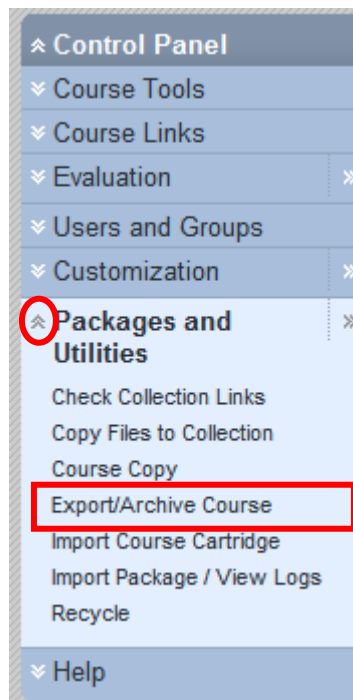



The Archive Course feature can be used to make a backup copy of your complete course including any student interactions. This creates a zip file you can store on your hard drive or on a CD for safe keeping. It is recommended that you do a complete archive of your course at the end of the semester as your permanent electronic record of the course and perhaps at the beginning of a semester once you have your course built. It is also wise to export a separate backup copy of your Blackboard Grade Center on a weekly basis (see handout, Backup Your Blackboard Grade Center).

1. From the *Control Panel*, click the expand arrow next to the **Packages and Utilities** and then click the **Export/Archive Course** link.



2. Click the **Archive** button.

 **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

* Source Course ID GWC.Ballard.Sandbox

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

2. Content Collection Items

Include copies of Content Collection items linked to in the Course.

Yes No

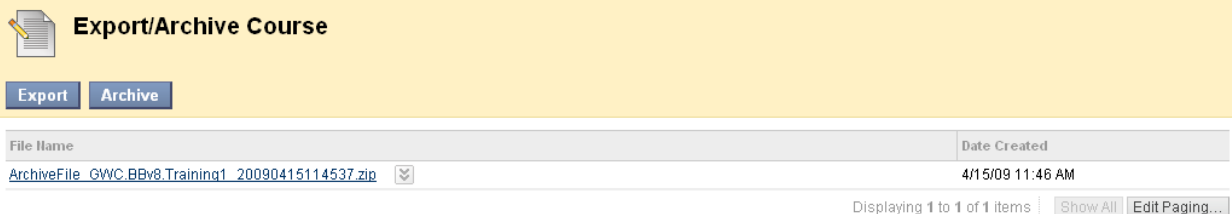
3. Submit

Cancel Submit

3. In the *Course Copy Options* section, verify that the correct Course ID is displayed. Select whether or not to include the Grade Center History data in the course archive (note the file size and processing time will increase).
4. In the *Content Collection Items* section, you can select to have copies of files included in the archive if you have linked to any content in the Content Collection area.
5. Click **Submit**.
6. It may look like nothing happened, but at the top of the screen, there is a green notification bar that states that *This action has been queued. An email will be sent when the process is complete*.


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

7. When you receive the email letting you know your archive is complete, click the drop-down arrows next to expand the **Packages and Utilities** option in the **Control Panel** area. Click the **Export Archive Course** link.



File Name	Date Created
ArchiveFile_GWC.BBv8.Training1_20090415114537.zip	4/15/09 11:46 AM

Displaying 1 to 1 of 1 items | [Show All](#) [Edit Paging...](#)

 Each time you perform an archive, the zip file will display here. It is recommended that you download the zip file to your computer and then remove it from the Export/Archive Manager. Each zipped archive package that you keep here counts against your course size quota and may result in limited space for you to add additional content to your course.

8. Click on the archive you want to save to your computer.
 - In Internet Explorer, the File Download window displays. Click the **Save** button. In the *Save As* window, select where you wish to save the archive file and click **Save**.
 - In Firefox, the file will automatically download to the desktop. Click and drag the file to the appropriate folder.