

# How to Archive your Blackboard Course

Glossary Manager

## Course Options

[Manage Course Menu](#)

[Course Design](#)

[Manage Tools](#)

[Course Copy](#)

[Import Course Cartridge](#)

[Import Package](#)

[Export Course](#)

[Archive Course](#)

From the Control Panel,  
Select Archive Course

### Why Archive?

Creates a full back-up of the course including all student records.

Courses are removed from Blackboard periodically, if you would like a particular course placed back on the system, you'll have a copy to send the Admin.

### When to Archive:

At the end of the semester — or as often as you'd like!

SPRING09 ONLINE COURSE DESIGN G1 (SPRING09 ONLINE COU



## Export/Archive Manager



Export



Archive

Click the ARCHIVE button



## Archive Course

### 1 Course Selection

\* Source Course ID Spring09\_Online\_Course\_Design\_G1

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

### 2 Submit

Click Submit to finish. Click Cancel to quit.

\* Required Field

Click "Include Grade Center History"  
Click the Submit button

Cancel

Submit

**Blackboard will send an email notification when the archive is ready for download**



## Export/Archive Manager



Export

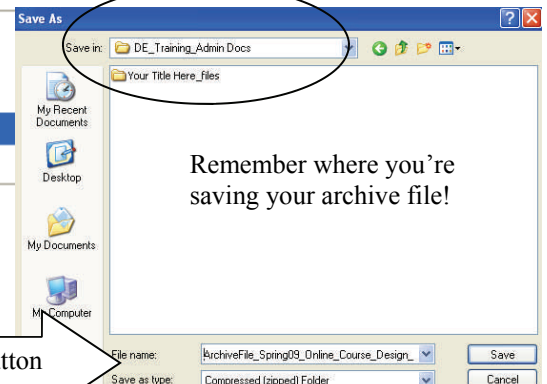


Archive

### File Name

ArchiveFile Spring09 Online Course Design G1 20090326105157.zip

Open  
Open in New Tab  
Open in New Window  
Save Target As...  
Print Target  
Cut



Return to the Archive course area of the Control Panel.  
**Right Click the Archive File**  
Left Click "Save Target As..."

Click the Save Button