

## Archive Your Course

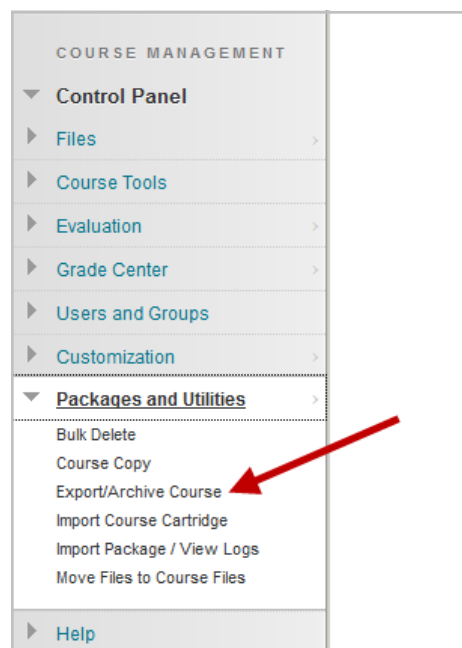
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An archive is a complete backup of your course. It includes the students, all their work, all discussions, course statistics, grades, etc. These archives are meant to be used as backups for your course, not for transferring your content from one container to another. Use the Course Copy tool to copy from one container to another.

When you archive your course, Blackboard creates a zip file of everything in your container. After this zip file is created, be sure to save it to your hard drive so you know it's in a secure place.

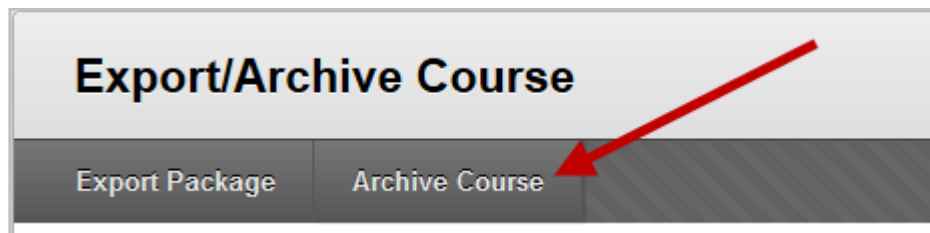
### Control Panel > Packages and Utilities > Archive Course

To begin archiving your course, go to the **Control Panel**, click **Packages and Utilities** to expand that section, then click **Export/Archive Course**.



### Archive

There are only two options in the Export/Archive Manager. You want to archive your course, so **click the Archive button** to create your archive.



## Check Include Grade Center, then Submit

Your course is already selected for you. You have the option to "Include Grade Center History ." Since you are creating a backup of your course, you will most likely want to include the grades, so check this box. You can ignore Section 2. Course Files. We do not enforce limits. Then **click Submit**.

### Archive Course

Cancel Submit

- Select Copy Options**
  - \* Source Course ID CC-TESTCOURSE-SP13-2
  - Include Grade Center History (increases file size and processing time)
- File Attachments**

Package Size Calculate Size Manage Package Contents
- Submit**

Cancel Submit

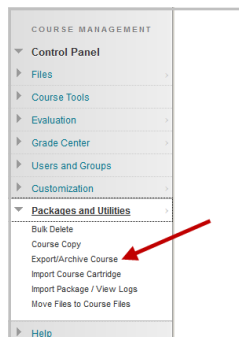
## Check your email

You will see a message telling you the archive has been put in the queue. You need to check your email to find out when the archive is complete.

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

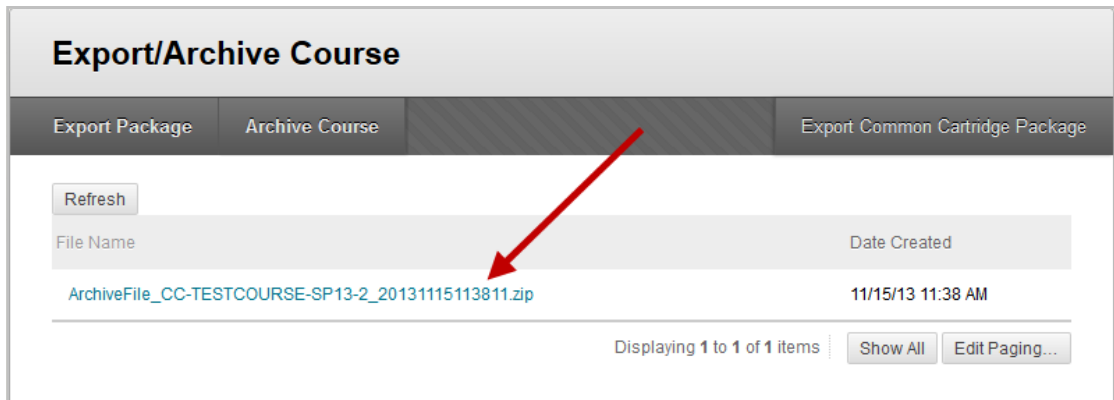
## Important - Still more to do!

Once you receive the email telling your archive is complete, go back into the **Control Panel**, click **Packages and Utilities** to expand it, and click on **Export/Archive Course**.



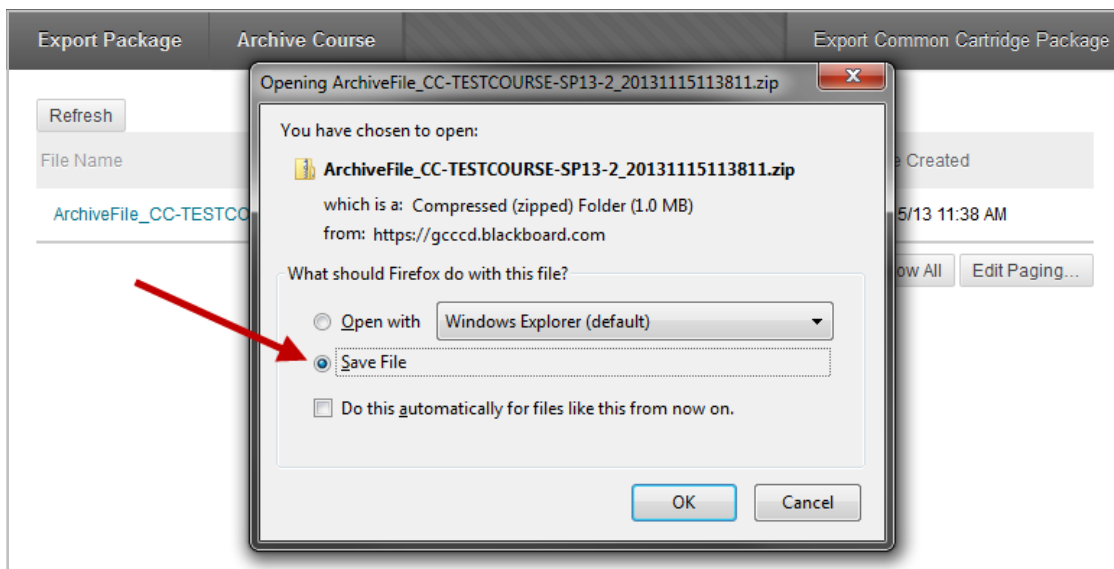
## Save the archive zip file to your hard drive.

You will now see the zip file that contains your Blackboard course backup. **Click the file name link** to save it to your computer.



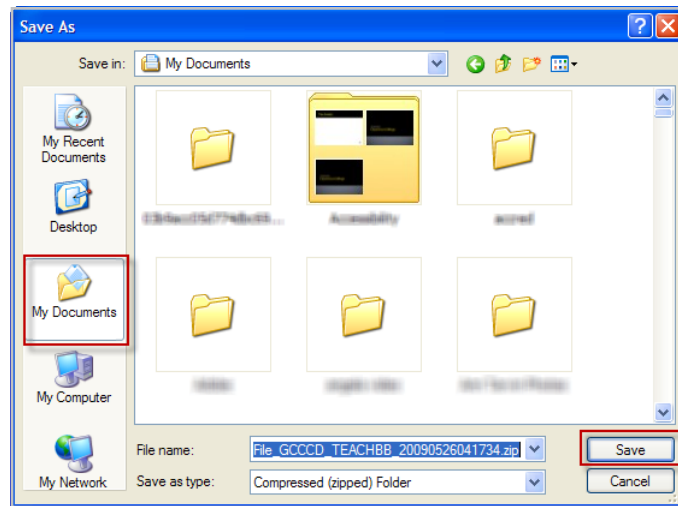
## Save the file to your hard drive

When the File Download window opens, choose to **Save** the file.



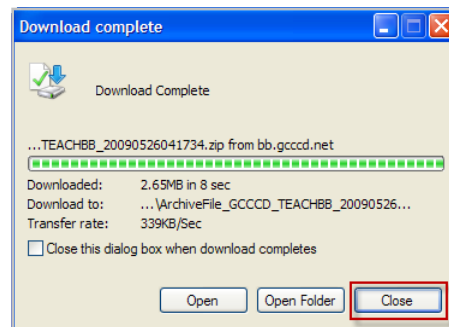
## Save As

In this step, choose the directory and file name to save it to. You can create a directory for your archive files if you want to and know how to do that, or you can just save it to your My Documents folder with the default file name. It's important that you not change the file type or change the .zip at the end of the file name. When you are ready, **click Save**.



## Close

When the download is complete, **click the Close button** to finish. You now have a complete backup of your course saved to your computer for safekeeping and have completed this process.



## Special Instructions For Mac users

If you are using the Safari browser, it may automatically unzip this file. You do not want it unzipped because it will be unusable that way, so you need to change a setting in Safari. Go to Safari > Preferences > General and **uncheck** "Open safe files after downloading".