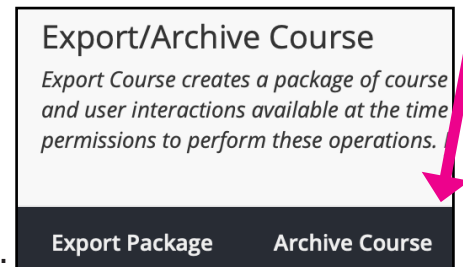
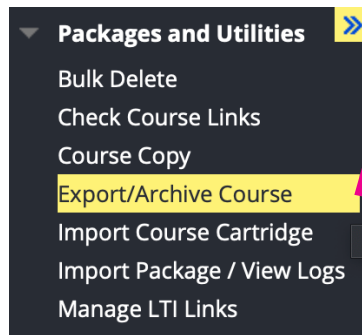


How to Archive Your Course in Blackboard

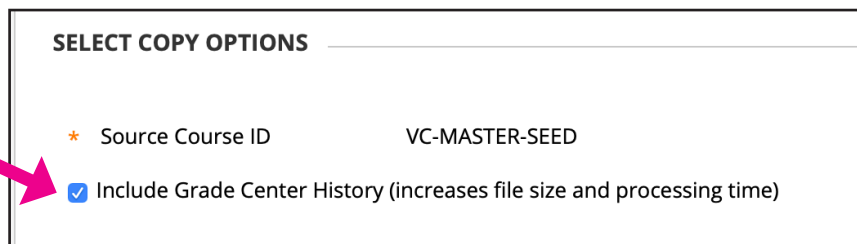
How to Archive Your course in Blackboard

The archive course feature creates a snapshot of your course. It includes all of the content, course statistics, users, course interactions (blog posts, discussions, etc.), and grades.

1. Navigate to the course you would like to archive in Blackboard.
2. In the **Control Panel**, open the **Packages and Utilities** menu and select **Export/Archive Course**.



3. On the Export/Archive course page, select **Archive Course**.
4. You will want to select Include the Grade Center History. This will include student data in the archive. You do not need to make any changes to the file attachments options. Click submit.



5. After a few moments, click refresh.
6. Left click on the link that appears and it will download to your hard-drive, most often to your downloads folder.



7. You have now saved the archived file to your own computer. The only way to utilize this file is by importing it back into Blackboard.

