

Archive Your Course

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 > Archive Course



To begin archiving your course, go to the **Control Panel** and choose **Archive Course** in the Course Options section of the Control Panel.

Archive



No packages exist for this course.

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.

Submit to create archive



Archive Course

1 Course Selection

* Source Course ID GCCCD_TEACHBB

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

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Cancel

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 leave this box checked and **click Submit**.

Click OK



Archive Course

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

Tuesday, May 26, 2009 4:17:34 PM PDT

OK

This screen tells you that your archive request has been received and that you will receive an email when it is complete. It generally doesn't take more than about 15 minutes for an archive to finish. **Click OK** to continue.

Important - Still more to do!



Course Options	
Manage Course Menu	Course Copy
Course Design	Import Course Cartridge
Manage Tools	Import Package
Settings	Export Course
Recycle Course	Archive Course



Once you receive the email telling your archive is complete, go back into the **Control Panel** and click on **Archive Course**.

Save the archive zip file to your hard drive.

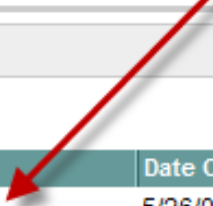
 **Export/Archive Manager**

 Export  Archive

File Name	Date Created		
ArchiveFile_GCCCD_TEACHBB_20090526041734.zip	5/26/09 4:18 PM	Log	Detailed Log

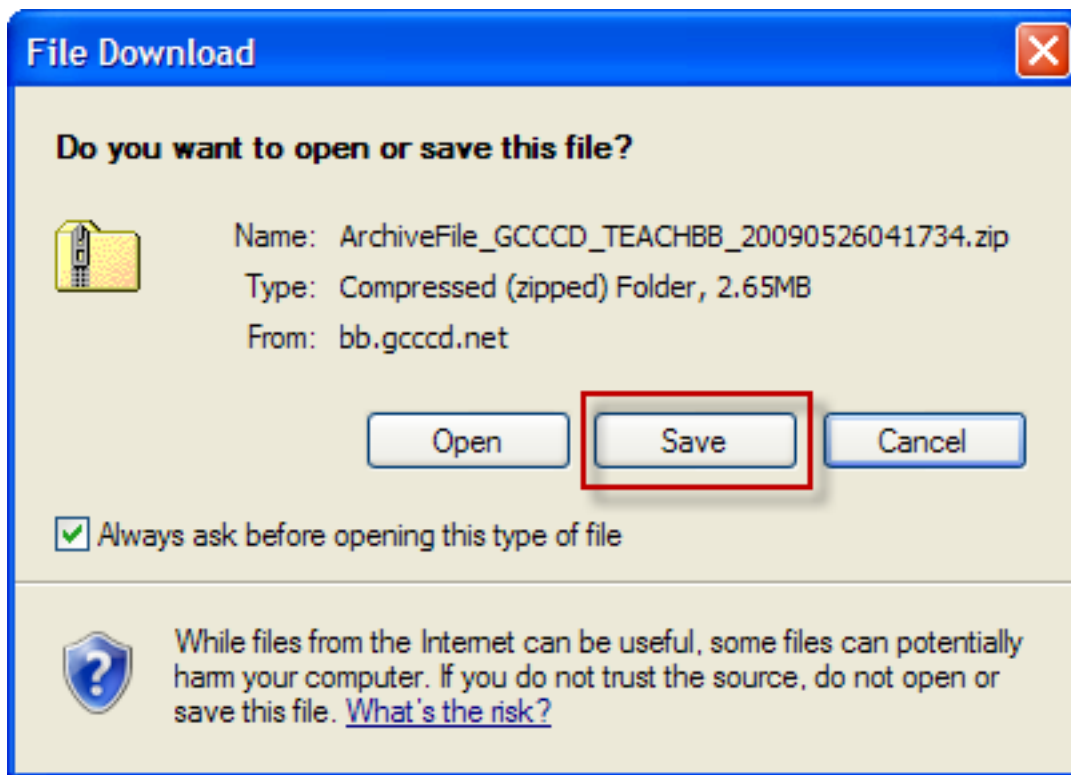
[Remove](#)

OK



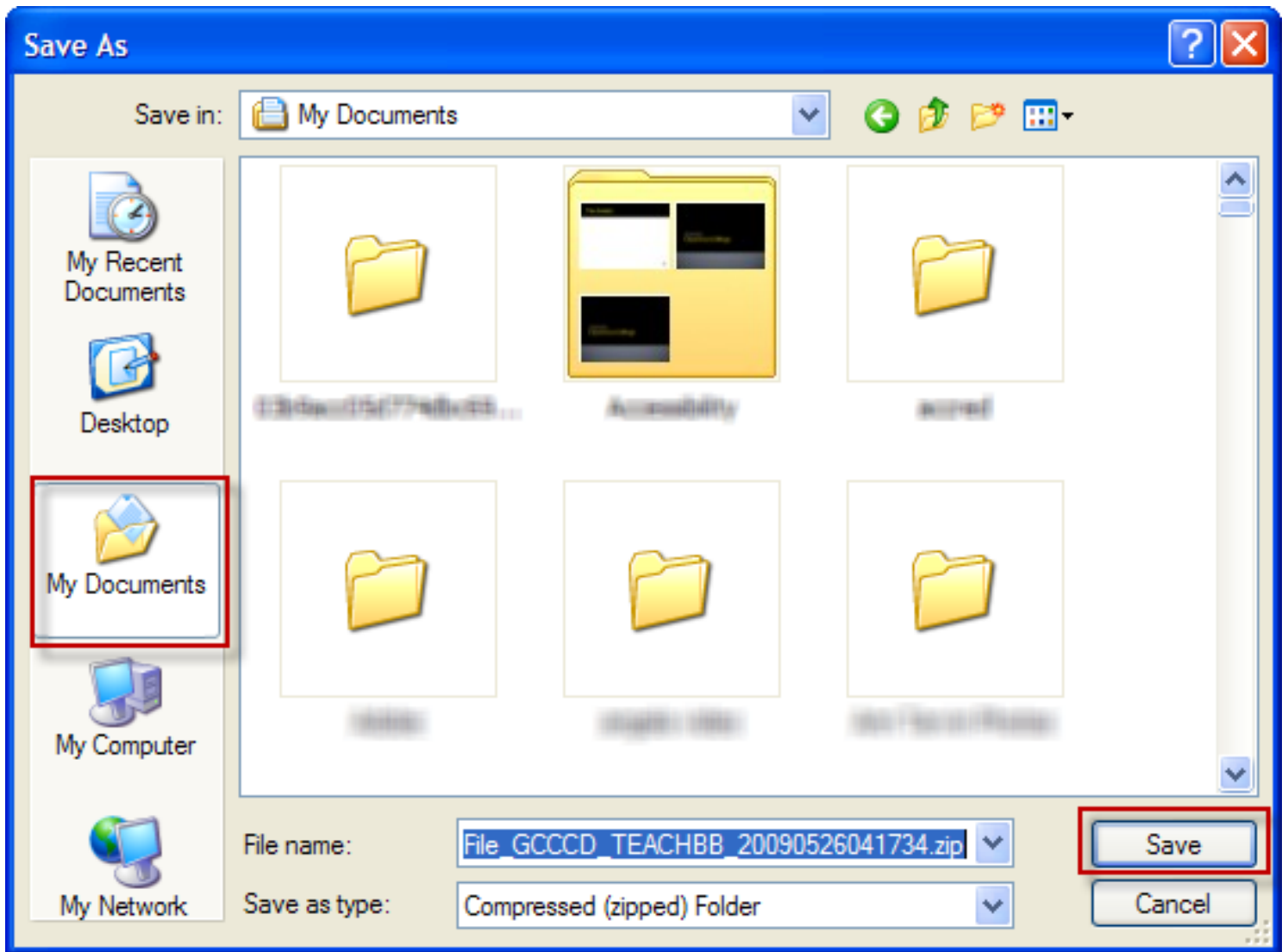
You will now see the zip file that contains your Blackboard course backup. **Click the file name link** to save it to your computer.

Save the file

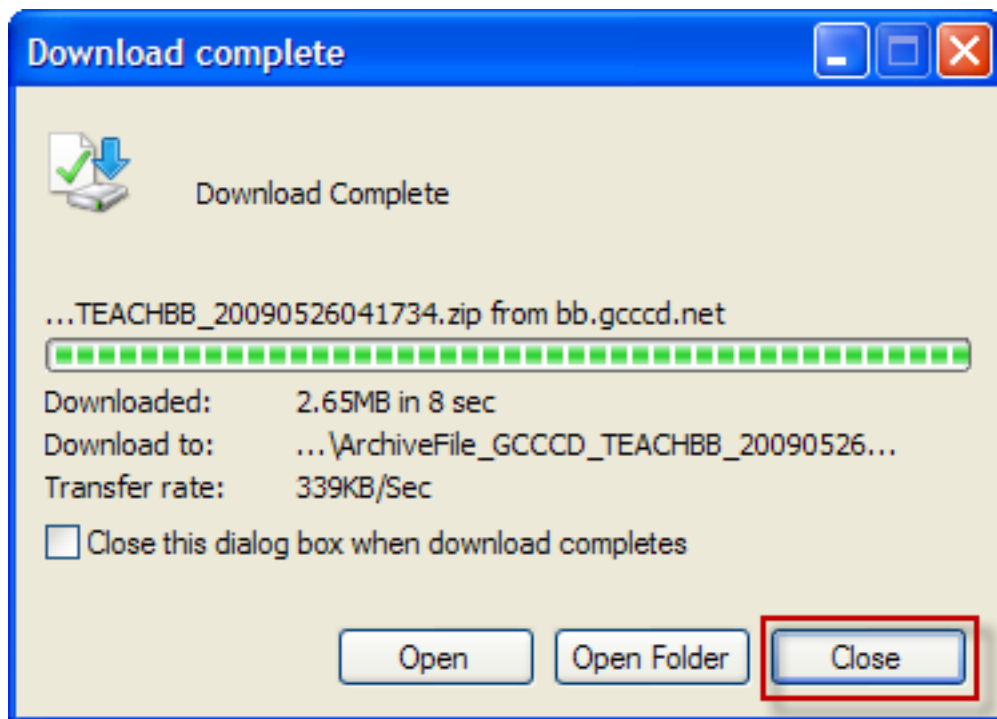


When the File Download window opens, choose to **Save** the file.

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**.



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.