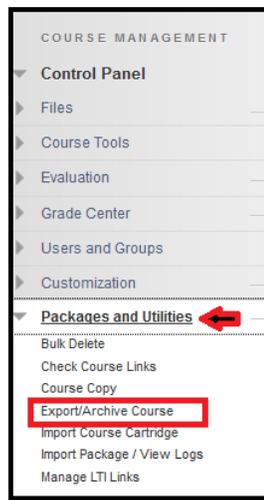


Archiving your Course allows you to keep a copy of your course and content associated with it for your records. You can use the file to upload your old course to a new Blackboard site and have a record for safe keeping. Archiving is different from Course Copy and should not be used to move a course from term to term.

1. Login to Blackboard and go to the course you wish to archive.
2. In the Control Panel click on "Packages and Utilities" to expand the panel
3. Click on "Export / Archive Course"



4. Click **Archive** on the top of the page that generates. **NOTE: Export** will bring up a check list of items from your course that you can select, **Archive** will save a copy of all content in the course.
  - a. If you want to include the grade center history put a check in that box. (This usually is not done for a general course content archive).

**Export/Archive Course**

Export Course creates a package of course content that can later be imported into another Blackboard site. Archive Course creates a permanent record of a course including all the content and metadata. Export Common Cartridge creates a package that can be imported into other LMS systems. For more information, see the help page. [More Help](#)

Export Package    **Archive Course**

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**1. Select Copy Options**

✖ Source Course ID    BIOL1400SPRING-CMP2012VC01

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

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**2. File Attachments**

Click Calculate Size to make sure that the package size does not exceed the limit.

Package Size    Calculate Size    Manage Package Contents

**Don't be concerned with these**

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**3. Submit**

Click Submit to proceed. Click Cancel to quit.

5. Click **Submit**. You will receive a notice at the top of the screen that the action has been **Successful**. You will receive an email after the system has completed packing your course.
6. Once you have received the email go back to Blackboard and in the **Control Panel** Click on **Packages and Utilities**, then click on **Export / Archive Course** in the menu below.
7. You will now see a link to a file on the page with a title starting with **ArchiveFile\_**. You can click on the file name link and your browser will prompt you to download the file. You can save this to your computer, an external hard drive or flash drive. Be sure to keep it zipped!
  - a. You should not open the file with Windows or WinZip. The file is cannot be opened properly by these programs and *can be opened incorrectly*. This can cause errors with uploading it back to Blackboard and you will have lost your archive.

