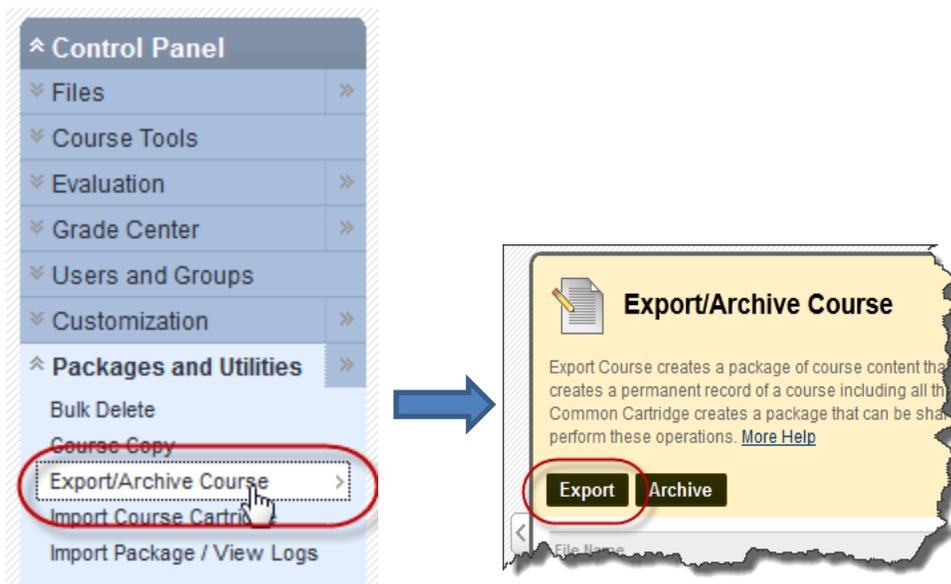


How to Archive/Export Your Course

Blackboard allows you to create either an *Export* (a copy of your course content), or *Archive* (an exact duplicate of your course with all the student work included) course file.

Creating an Export File

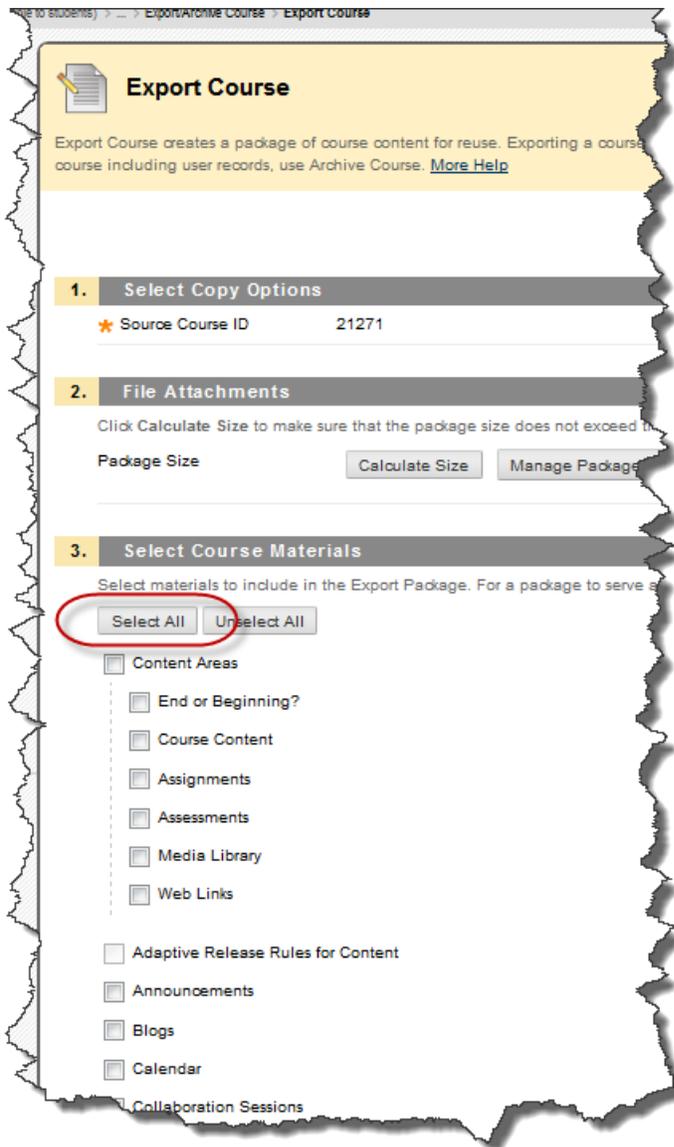
Go to the Control Panel, Packages and Utilities, Export/Archive Course.



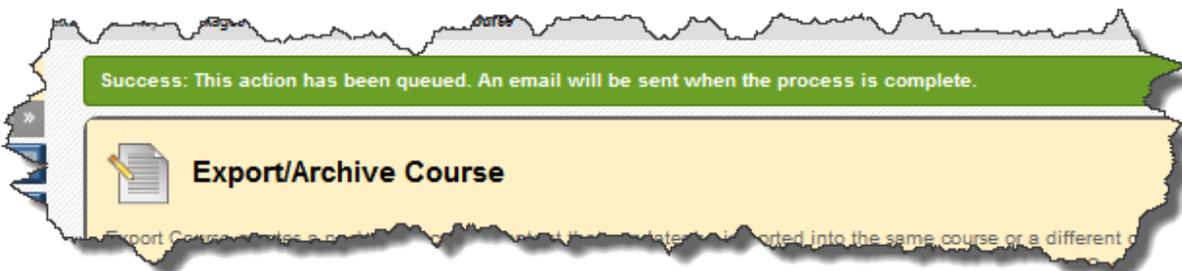
On the Export/Archive Course page that appears, choose "Export." This will create a file containing only the course content .

In Step 2 of the Export Course page, "Manage Package Contents" allows you to select files or folders to **OMIT** .

Step 3 allows you to choose which parts of the course you want to export. If you want to copy everything, just click the "Select All" button.



Upon submission of the Export request, you will see a green box telling you the action is queued and an email will be sent to your eTC account when it is finished.

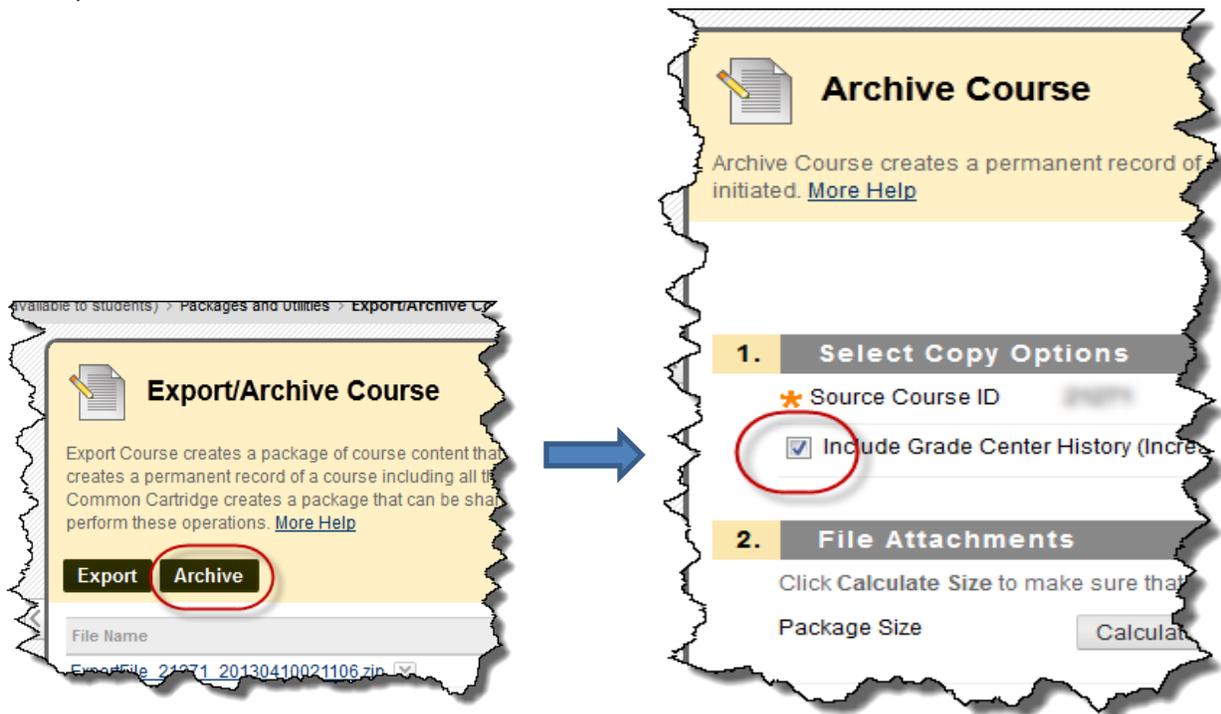


Remember, the Export process copies only the content with no student activity recorded.

Creating an Archive File

Archive Course creates a permanent record of a course including all the content and user interactions available at the time the Archive is created. The process is very similar to the Export function.

After you chose Archive, on the Archive Course page in Step One, click the "Include Grade Center History" box.



You will receive an eTC email when the process is complete.

Downloading Your Export/Archive File

Export and Archive files are created within the course section and remain there until downloaded or deleted.

To download an archive:

Go to the Control Panel, Packages and Utilities, Export/Archive Course.

On the Export/Archive Course page that appears, click the file name (or choose "Open" from the Options Menu beside the item) and save the file to a location of your choosing.

Repeat the process for any courses from past semesters also, if you have not already archived them!