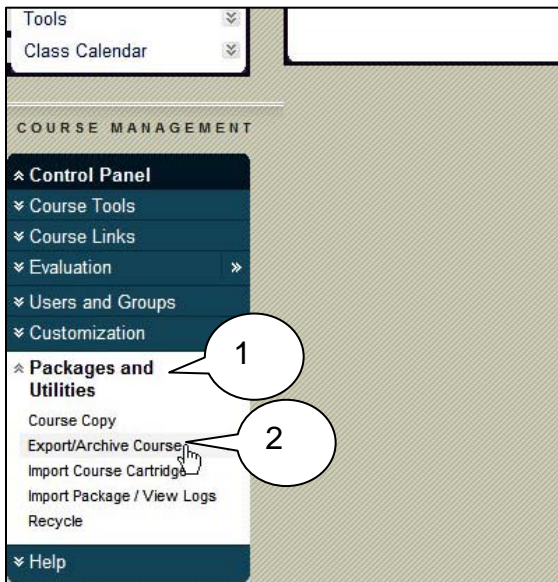


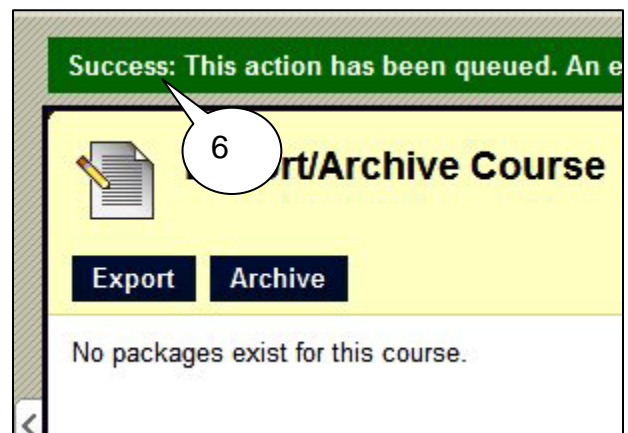
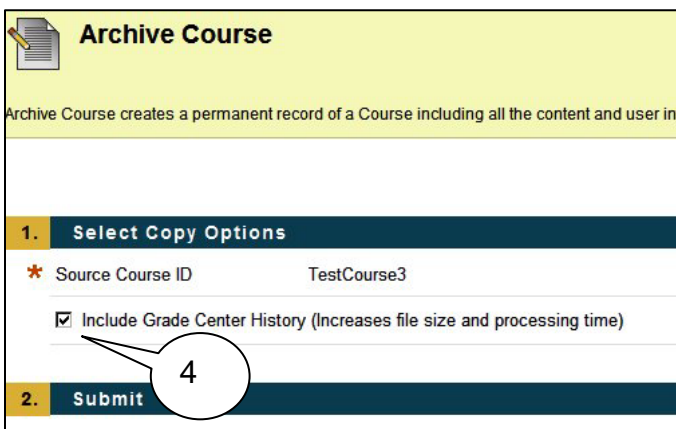
Archiving a Blackboard Course

Archiving provides a permanent record of a Blackboard course including all student interaction and grades.

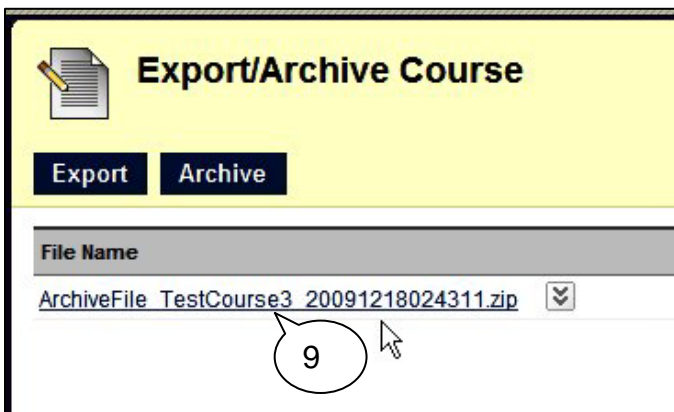
1. Inside the course, scroll down to view the course control panel and click the packages/utilities option
2. Select Export/Archive course
3. Click the Archive button



4. Click to indicate whether you wish to include the Grade Center History in your archive (recommended)
5. Click Submit
6. You will be returned to the Export/Archive course window, and should see a 'Success...' message indicating that you will receive an email when the archive is complete.



7. Once you receive the email confirmation, refresh the archive window by clicking in some other area of the course, then back into the archive/export window
8. There should now be an 'archivefile' link there
9. Click the link
10. Click save



11. Select a location on your computer to save the file and rename it if you wish
12. Click save
13. Once the file is saved, click the small arrows to the right of the 'archivefile' link and click delete

