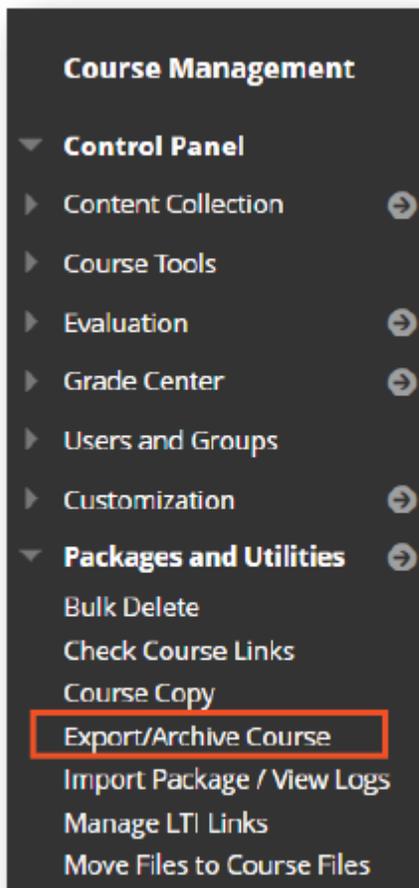
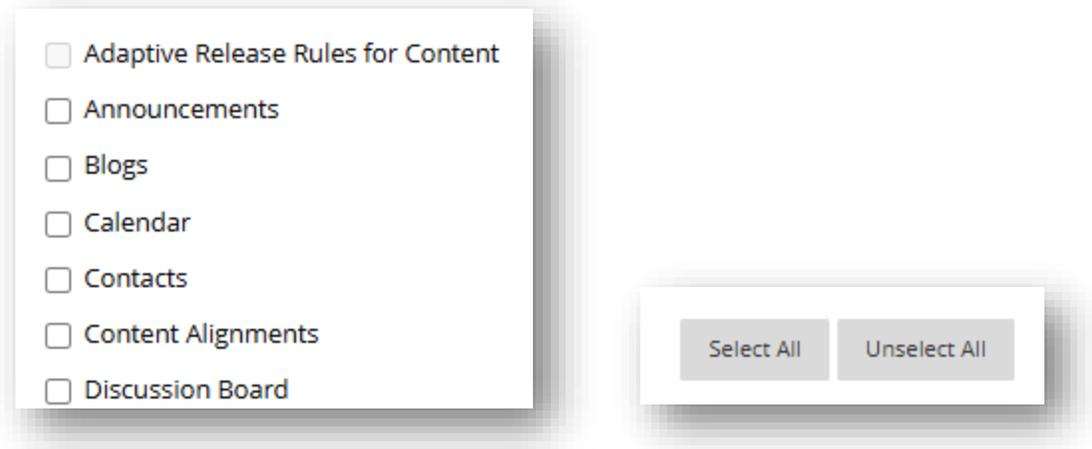


How to Archive/Export Blackboard Courses

1. Within your course go into the Control Panel which is located at the bottom left of the course and go into Packages and Utilities.
2. After finding Packages and Utilities click on Export/Archive Course as seen below.



3. From here you will be given the option to Export or Archive your course which is located on the upper left-hand side of the screen.



6. After you have made your selections, press submit, and you will receive an email notifying you when the archive/export is complete.
7. Downloading the file: From the same Export/Archive Course page, click on the export/archive .zip file name (you may need to click the Refresh button to see the file). Mac Safari users: We recommend you use an alternate browser to download the archive .zip file, as Safari unzips files by default. If copying your exported file into a course, please ensure that the file remains zipped.
8. Blackboard will automatically remove instructor-created archive and export packages after 30 days.

Resources

- [Export and Archive Courses](#)