## 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.



Export Package	Archive Course	
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4. For archives, check the box if you would like to include Grade Center History (a record of all grade changes). Additionally, you can also decide how your files will be archived, as seen below.

SELECT COPT OF HONS	
* Source Course ID	masonprof.sandbox3
✓ Include Grade Center H	listory (increases file size and processing time)
FILE ATTACHMENTS	
Choose between copying of sure that the package size (	nly the links to files or the links and new copies of every file attached within the course. Click does not exceed the limit.
Choose between copying or sure that the package size of Course Files Default Directory	nly the links to files or the links and new copies of every file attached within the course. Click does not exceed the limit. O Copy only links to course default directory files O Copy links and include copies of the files in the course default directory
Choose between copying or sure that the package size of Course Files Default Directory Files Outside of the Course Default Directory	nly the links to files or the links and new copies of every file attached within the course. Click does not exceed the limit. Copy only links to course default directory files Copy links and include copies of the files in the course default directory Copy only links to files stored outside of the course default directory Copy links and include copies of the files outside of the course default directory Copy links and include copies of the files outside of the course default directory

5. For exports you will be given the same options without the ability to include grade center history, but you will be able to select which content areas you would like to keep.





- 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