Blackboard Learn
Create an Archive Copy of your Course

An archive creates a copy of your course that includes all course content and user interactions, including student grades. When you create an archive, you will get a .zip file copy of your course that you can save to your hard drive.

Create an Archive of Your Course

1. From the course you want to archive navigate to '**Packages and Utilities**' in the Course Management section of the Course Menu.

2. Choose '**Export/Archive Course**.
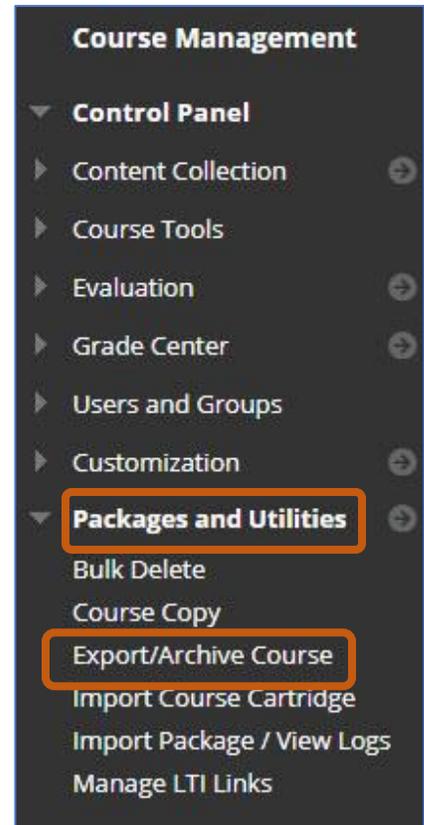
3. Click on the **Archive Course** tab
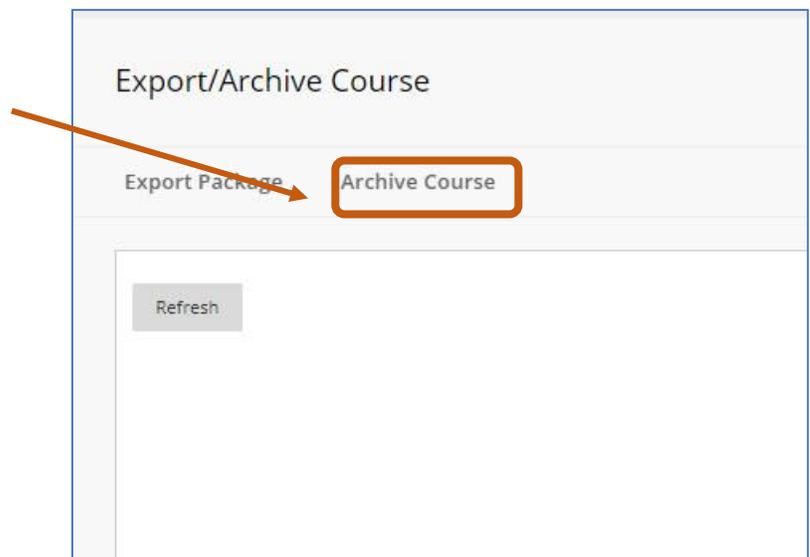
Select Copy Options

4. If you want to include the grade center in your archive, check the box beside "Include Grade Center History"

SELECT COPY OPTIONS

★ Source Course ID   FOH-2019

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

FILE ATTACHMENTS

5. To create copies of files that are linked to, but not stored in, the course, check the option 'Copy links and include copies of the files outside of the course default directory'.

Course Files Default Directory
○ Copy only links to course default directory files
◉ Copy links and include copies of the files in the course default directory

Files Outside of 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

Package Size   [Calculate Size]   [Manage Package Contents]

6. Scroll down and click **submit**

7. You will see a **'Success'** message at the top of your course and receive an email when the archive is complete.

8. To keep a copy of the archive for your records, go back and repeat steps 1 and 2 above and you will now see the archive file available to download.

Export/Archive Course

Export Package   Archive Course

[Refresh]

FILE NAME

ArchiveFile_FOH-2019_20201006125213.zip