

Go Online Creating and Downloading a Course Archive

Step 1 - Choose Export/Archive from the Control Panel



Log into the Blackboard course you wish to create an archive of and go to the **Control Panel**. Select **Packages and Utilities** and click on **Export/Archive Course**.

Step 2 - Choose Archive

Export/Archive Course

Export Course creates a package of course content that can later be imported into the same course or a different course. Archive Course creates a permanent record of a course including all the content and user interactions available at the time the Archive is created. Export Common Cartridge creates a package that can be shared across learning management systems. You must have the proper permissions to perform these operations. <u>More Help</u>

| | Export Package Archive Course | Export Common Cartridge Packag |
|--|--|---|
| | | |
| | Refresh FILE NAME | DATE CREATED |
| | ArchiveFile_ENGL1110906201840_20190221031053.zip | 2/21/19 3:11 PM |
| | | Displaying 1 to 1 of 1 items Show All Edit Paging |
| | | |

Near the top of the **Export/Archive Course** screen, click the **Archive Course** button.

Step 3 - Select your Archive Course Options

Archive Course

Archive Course creates a permanent record of a course including all the content and user interactions available at the time the Archive is initiated. More Help

| SELECT COPY OPTIONS | | | | |
|--|---|--|--|--|
| | | | | |
| * Source Course ID | ENGL1110906201840 | | | |
| 📄 Include Grade Center | History (increases file size and processing time) | | | |
| FILE ATTACHMENTS | | | | |
| Choose between copying only the links to files or the links and new copies of every file attached within the course. Click Calculate Size to make sure that the package size does not exceed the limit. | | | | |
| 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 links and include copies of the files outside of the course default directory | | | | |
| Package Size C | alculate Size Manage Package Contents | | | |
| | 4 | | | |

To make as complete an Archive as possible, follow these steps:

- 1. Check the checkbox to Include Grade Center History.
- 2. Click the radio button next to **Copy links and include copies of the files in the course default directory**.
- 3. Click the radio button next to Copy links and include copies of the files outside of the course default directory.
- 4. Click the **Submit** button.

Step 4 - Confirmation

Success: This action has been queued. An email will be sent when the process is complete.

You will now receive a confirmation message that the archive process has been queued on the server. The amount of time that it takes for your request to be process can vary considerably depending on server activity--but normally only takes a few minutes.

You can continue to work in your course while your Archive request is being processed.

Step 5 - Downloading the Archive file to your hard drive

Export/Archive Course

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| Export Package Archive Course | | Export Common (| Cartridge Package |
|-----------------------------------|---|-----------------|-------------------|
| Refresh | Click on this link to download the Archive file to your computer | | |
| FILE NAME | | DATE CREATED | |
| ArchiveFile_ENGL1110906201840_201 | 90221031053.zip | 2/21/19 3:11 PM | |
| | Displaying 1 to 1 of 1 iter | ns Show All | Edit Paging |

Once you have received an email message notifying you that the Archive process has been completed, you can return to the **Export/Archive Course** screen to download the Archive file.

- 1. Click on Export/Archive Course from the Control Panel as you did in Step 1.
- Click on the name of the Archive file to download the compressed Archive Zip file to the downloads folder on your hard drive. Depending on your operating system (Mac OS or Windows) you may be asked whether to **Open** or **Save** the file--choose **Save File**.

Warning: The compressed (Zip) Archive file can only be used to restore the Archived course to Blackboard. Do not unzip (**Open**) an Archive package or remove files from the package, otherwise the package will not import correctly.

Good Luck