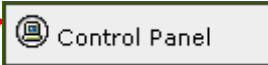


## How to Archive a Course (from Blackboard 6.3)

The **Archive Course** feature in Blackboard will allow the instructor to create a permanent copy of the course. The packaged course can later be imported back into Blackboard. Archived courses include course content and user interactions. (To package a course without user interactions, see **How to Export a Course**.)

1. Open a course that you are teaching.

2. Enter the **Control Panel**. 

3. Under **Course Options**, click **Archive Course**.



4. On the **Archive Course** page, the Course ID will appear under **Section 1**. Click **Submit** to accept the selected course.

 Archive Course

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**1 Select a Course**  
Source Course ID: CUIN7665A.2004S

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**2 Submit**  
Click **Submit** to finish. Click **Cancel** to quit.

- A receipt page will appear after clicking **Submit**. Do **NOT** click **OK**. The archived course must be downloaded from this receipt page and saved to a local location (i.e. personal computer, disk, CD, etc.). Read the **Archive Log** details.

#### Archive Course

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##### Receipt

[Click the right mouse button and select \*\*Save As\*\*](#)

Or click on the link above to download the package file.

Archive Log:

2005-09-28 11:30:35 - Status: The operation archive has completed.

[View Details](#)

Wednesday, September 28, 2005 11:30:35 AM EDT

OK

- Click the “**Click the right mouse button and select Save As**” link once.

#### Archive Course

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##### Receipt

[Click the right mouse button and select \*\*Save As\*\*](#)

Or click on the link above to download the package file.

Archive Log:

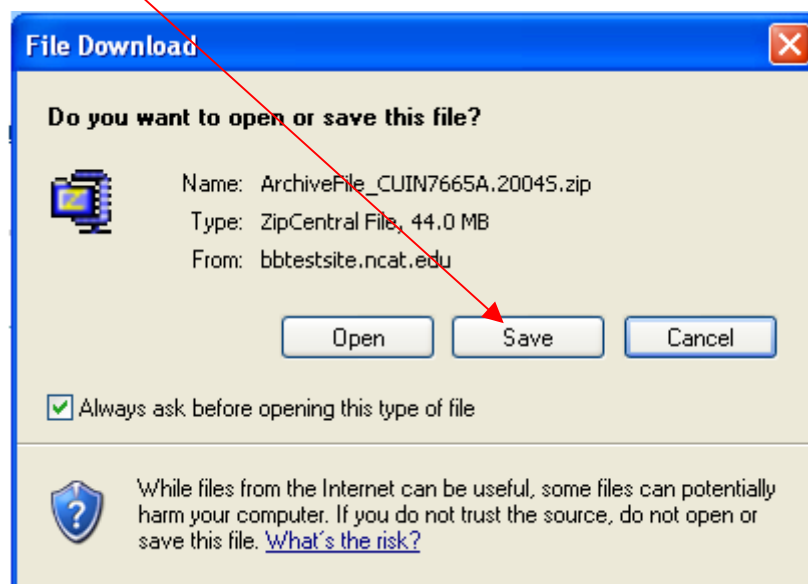
2005-09-28 11:30:35 - Status: The operation archive has completed.

[View Details](#)

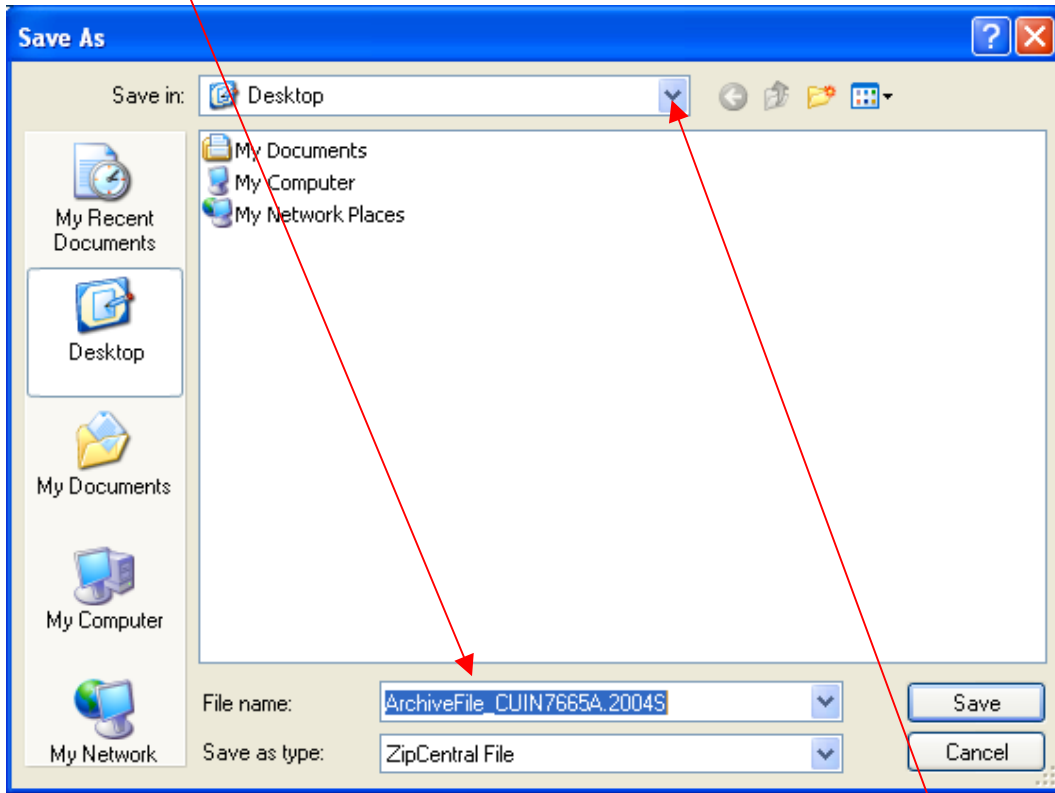
Wednesday, September 28, 2005 11:30:35 AM EDT

OK

- A **File Download** window will appear and you will be prompted to **Open** or **Save** this file. Click **Save**.



8. Enter a **file name** or keep the suggested name.



9. Choose a storage location for the saved file by clicking the drop-down menu.
10. Click **Save**.
11. Once the download process has been completed, the zipped package should be saved to the storage location.

### Helpful Tips

- \*\*\* If the package is not downloaded from **the receipt page**, the archived content will be lost and the archive process must be repeated.
- \*\*\* Archived packages can only be **imported** back into Blackboard in the same format. Attempting to **unzip** and alter the compressed package will cause the package to be imported incorrectly.
- \*\*\* Export or archive a copy of **each** course at the end of each semester.