

Schedule: Blackboard Course Archive and Removal

Term & Course ID	Archiving/Removal Start Date
Spring 2011 (201120) Summer 2011 (201130 & 201140)	September 15, 2013
Fall 2011 (201210)	December 15, 2013
Spring 2012 (201220) Summer 2012 (201230 & 201240)	September 15, 2014
Fall 2012 (201310)	December 15, 2014
Spring 2013 (201320) Summer 2013 (201330) & 201340)	September 15, 2015
Fall 2013 (201410)	December 15, 2015
Spring 2014 (201420) Summer 2014 (201430 & 201440)	September 15, 2016
Fall 2014 (201510)	December 15, 2016
Spring 2015 (201520) Summer 2015 (201530 & 201540)	September 15, 2017
Fall 2015 (201610)	December 15, 2017
Spring 2016 (201620) Summer 2016 (201630 & 201640)	September 15, 2018
Fall 2016 (201710)	December 15, 2018

Instructions for saving a course:

1. Go to the **Control Panel**.
2. In **Packages and Utilities**, select **Export/Archive Course**.
3. Click Export; select the desired content for saving.
4. Submit.
5. An email will be sent to you once the process is completed. A .zip file will be created. Repeat steps 1 and 2 to locate the .zip file.
6. Save the .zip file.