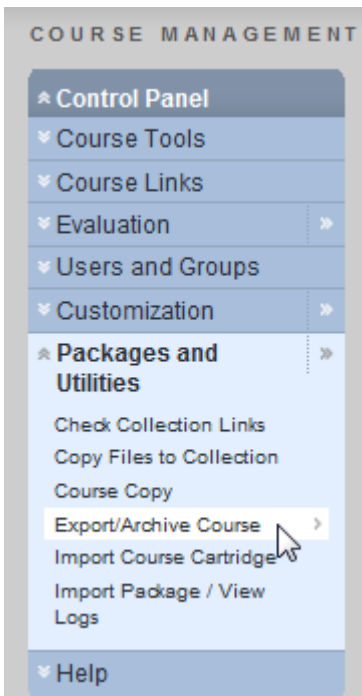


Archiving Courses

Under the Control Panel click on Packages and Utilities and then click on Export /Archive Course.



Click on the Archive button.



For #2 click yes if you have Course Reserves from a couple of years ago that you keep copying over.
Click Submit

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](#)

Cancel Submit

1. Select Copy Options

★ Source Course ID TRTRAIN-NewV09

Include Grade Center History (Increases file size and processing time)

2. Content Collection Items

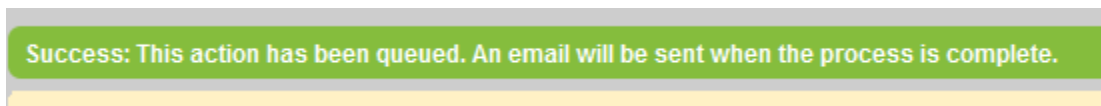
Include copies of Content Collection items linked to in the Course.

Yes No

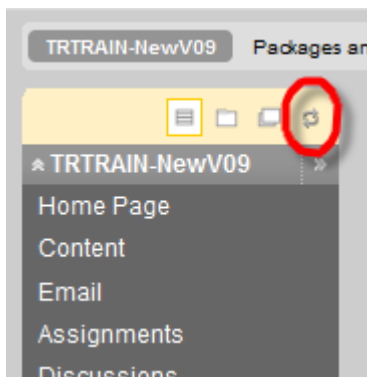
3. Submit

Cancel Submit

This green bar will appear at the top of the screen after you click Submit.



Refresh your screen by clicking the refresh button on the top of your course menu.



Here is your archive file. Click on the link here.

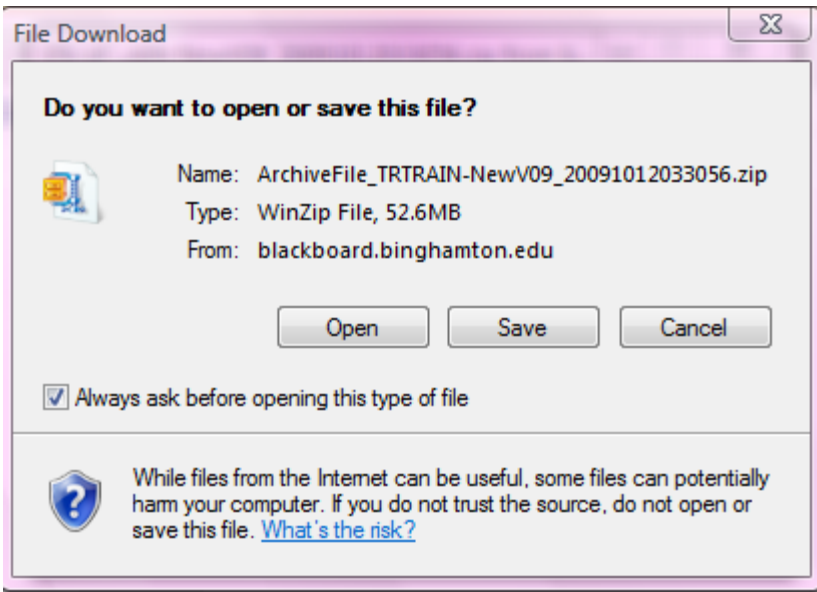
Export/Archive Course

Export Archive

File Name	Date Created
ArchiveFile TRTRAIN-NewV09 20091012033056.zip	10/12/09 3:31 PM

Displaying 1 to 1 of 1 items Show All Edit Paging...

A dialog box will open asking you if you want to Open or Save the file. Choose Save.



Save this file somewhere locally, like on your desktop or on a CD. Somewhere local to you so you have it and can bring it to Blackboard Support if you want to put this course back in Blackboard in the future.

