

Archiving a Course

Blackboard Learn



Faculty Support
eLearning

Archiving a course creates a permanent record of your course's content and user interactions up until the time the archive process is initiated. Archiving a course compresses all course content into a .ZIP file. The Archive file can be later imported into a Personal Master for editing between semesters or your new semester course shell for display to your new students. This is an important step to save and re-purpose content.



It is the instructor's responsibility to create and download an archive of their courses at the [end of the semester](#) so that they can be accessed or restored at a later time.

BEFORE YOU BEGIN

Review Your Course's File Size

[View your course's estimated file size](#) before performing the Archive process. If your course is over the 500 MB course file size limit, you must [review your course's Content Collection](#) to delete duplicate or large media files and use [alternative methods of sharing large files](#) in the course. If your course's overall file size is over 500 MB, errors may occur in the Archive/Import process that cause added burden on the Blackboard servers. You may be contacted by Blackboard Administration to take corrective actions!

Safari Users – Adjust Your Browser Settings

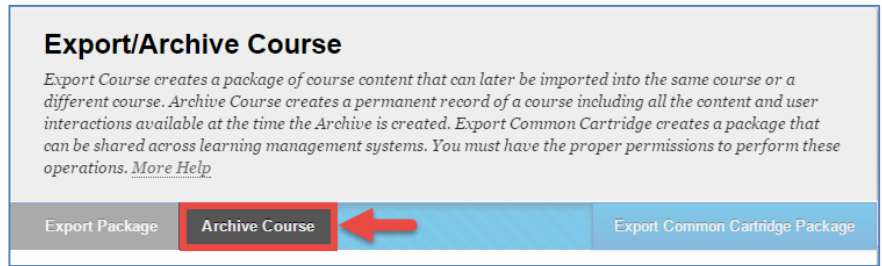
Blackboard archive files can only be uploaded to Blackboard courses if they stay in their original .zip format. Use these instructions to make sure that the Safari browser will not automatically unzip your archive files.

1. Open Safari. In the browser's menu go to **SAFARI** and select **PREFERENCES**.
2. In the window that opens, click **GENERAL**.
3. Remove the check from the box beside **OPEN 'SAFE' FILES AFTER DOWNLOADING**.

CREATING YOUR ARCHIVE FILE

1. In your course's **CONTROL PANEL**, click on the **PACKAGES AND UTILITIES** menu. Select **EXPORT/ARCHIVE COURSE** from the menu of tools.

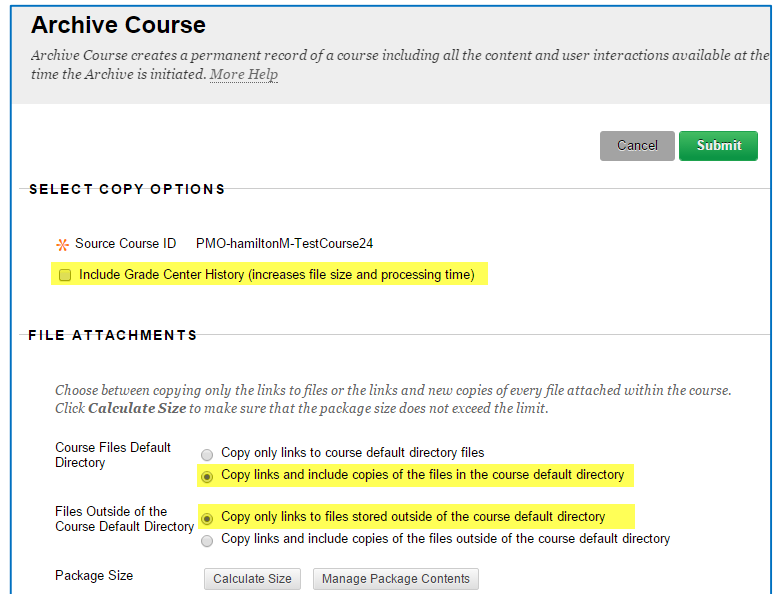
- On the Export/Archive Course page, click the **ARCHIVE COURSE** button.



- On the Archive Course page, leave all settings at their **DEFAULT OPTIONS**.

You do not need to include *Grade Center History in Archive files*. This only makes the Archive file larger and increases processing time.

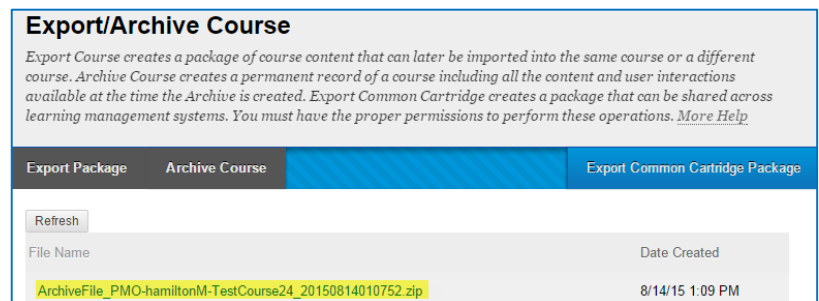
If Grade Center History is excluded, you can still use the Archive file to import content and Grade Center settings into new courses.



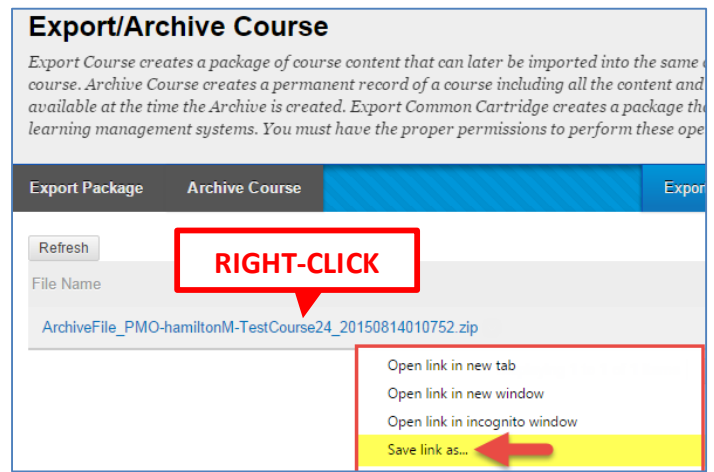
- Click **SUBMIT** to create the Archive file. A confirmation message will appear on the screen stating that the action has been queued.
- You will receive an e-mail alert at your official MATC e-mail when the Archive file is ready to download from your course.

DOWNLOADING YOUR ARCHIVE FILE

- Return to the Export/Archive area of your course. You will see a file download link listed on this page.



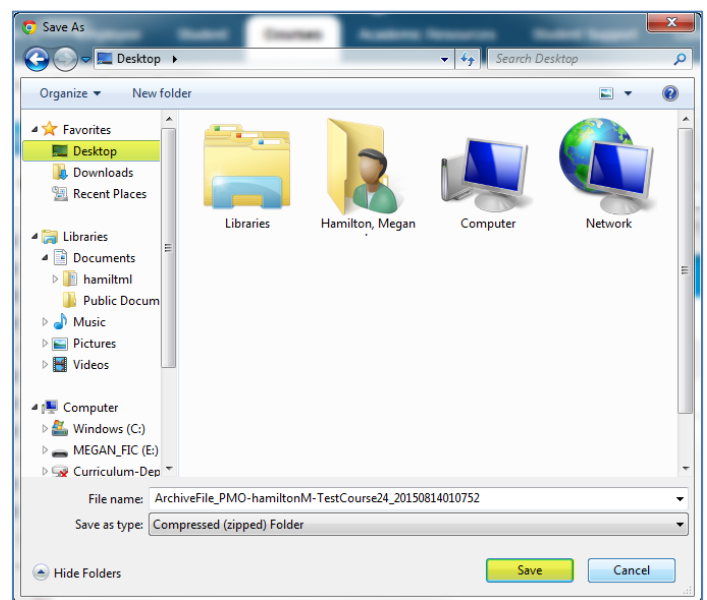
2. **RIGHT-CLICK**¹ your mouse directly on the link.
From the context menu that appears, select **SAVE LINK AS** or **SAVE TARGET AS**.



3. In the dialogue box that appears, navigate to an area on your computer where you want to save the file.

Do not change the name of the file or the file extension.

Click the **SAVE** button to download the file to the location you selected.



¹ If you LEFT-CLICK your mouse on the link instead, the file will download to your computer's designated [DOWNLOADS](#) folder.