

# Archiving a Personal or Department Master



Faculty Support  
eLearning

Blackboard Learn

Creating and downloading an archive of a personal or department master is a best practice for saving a backup copy of a master course offline and for sharing course content with colleagues while preserving the integrity of a master course. Furthermore, an archive file can also be used to create a restored copy of a department master, with the help of a Blackboard administrator, to look for content in an older version of the master course.



*It is the instructor's responsibility to create and download an archive file of their master courses after developing or revising a master course's content.*

## BEFORE YOU BEGIN

### *Review Your Master Course's File Size*

[View your master course's estimated file size](#) before performing the Archive process. If your master course is over the 500 MB course file size limit, you must [review your master course's Content Collection](#) to delete duplicate or large media files and use [alternative methods of sharing large files](#) in the master course. If your master 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.

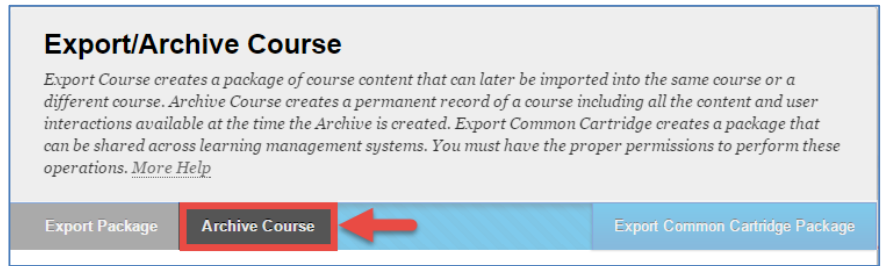
1. Open Safari. In the browser's menu go to **SAFARI** and select **PREFERENCES**.
2. In the window that opens, click **GENERAL**.
3. Remove the check from the box beside **OPEN 'SAFE' FILES AFTER DOWNLOADING**.

## CREATING YOUR ARCHIVE FILE

An archive file is a permanent record of a course's content up until the time the archive is created.

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

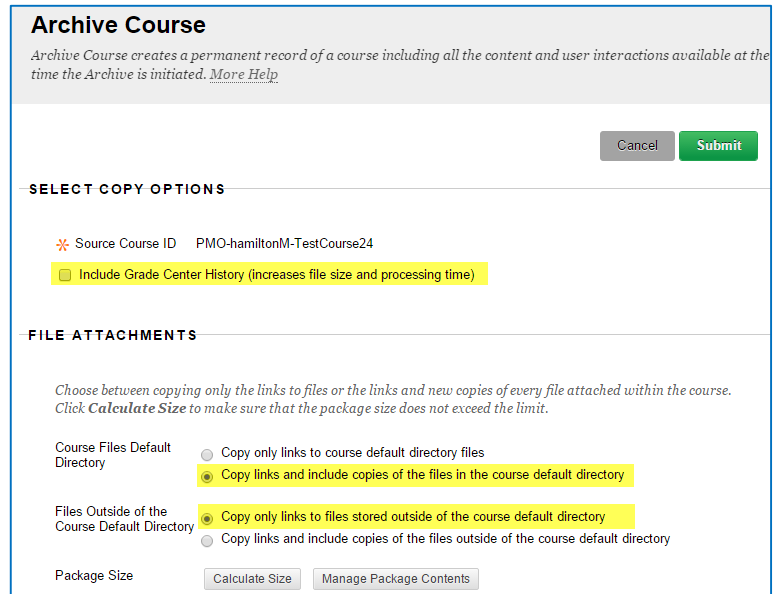
- On the Export/Archive Course page, click the **ARCHIVE COURSE** button.



- 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.

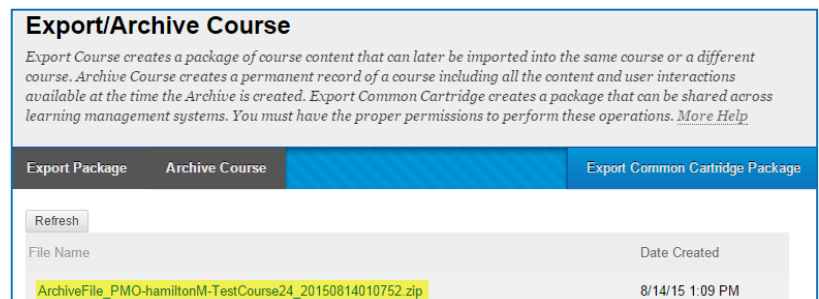
If Grade Center History is excluded, you can still use the Archive file to import content and Grade Center settings into new courses.



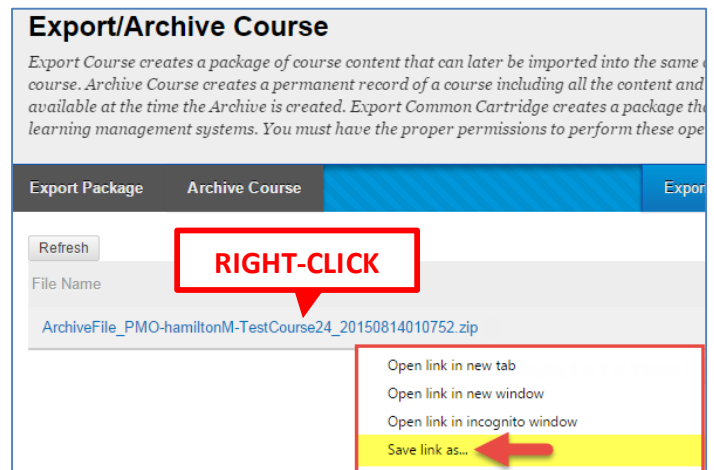
- Click **SUBMIT** to create the Archive file. A confirmation message will appear on the screen stating that the action has been queued.
- You will receive an e-mail alert at your official MATC e-mail when the Archive file is ready to download from your master course.

## DOWNLOADING YOUR ARCHIVE FILE

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



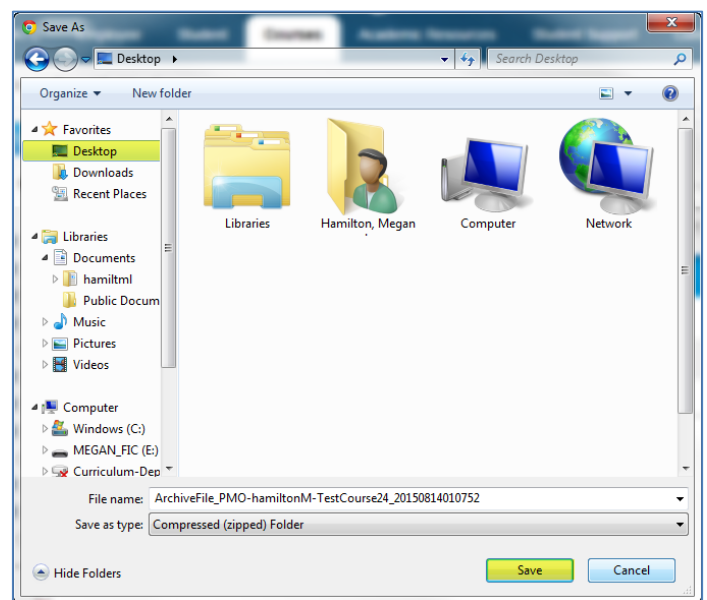
2. **RIGHT-CLICK**<sup>1</sup> your mouse directly on the link.  
From the context menu that appears, select **SAVE LINK AS** or **SAVE TARGET AS**.



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.



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