

# Archiving a Master Course



## 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 to share 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 a 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 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. Otherwise, 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!

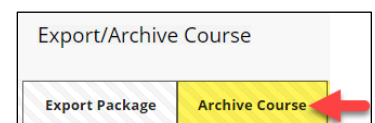
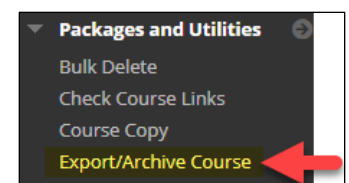
### *Safari Users – Adjust Your Browser Settings*

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.

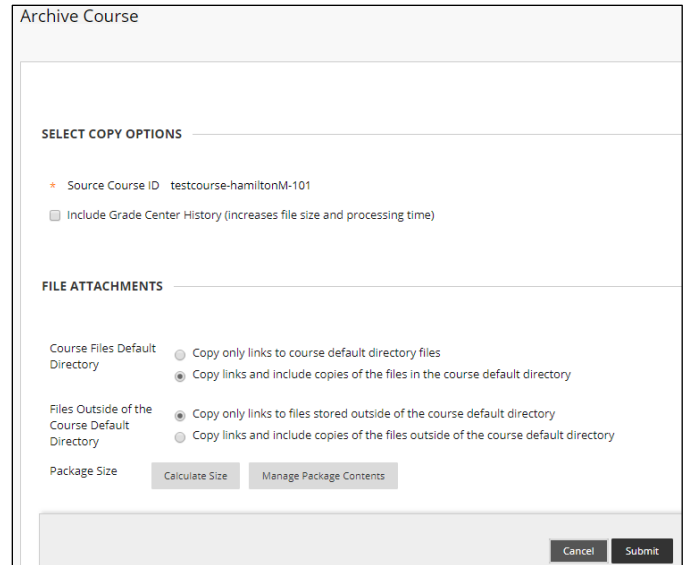
1. Open Safari. In the browser's menu go to **SAFARI** and select **PREFERENCES**.
2. In the window that opens, click **GENERAL**.
3. Remove the check from the box beside **OPEN 'SAFE' FILES AFTER DOWNLOADING**.

## 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 options.
2. On the Export/Archive Course page, click the **ARCHIVE COURSE** button.

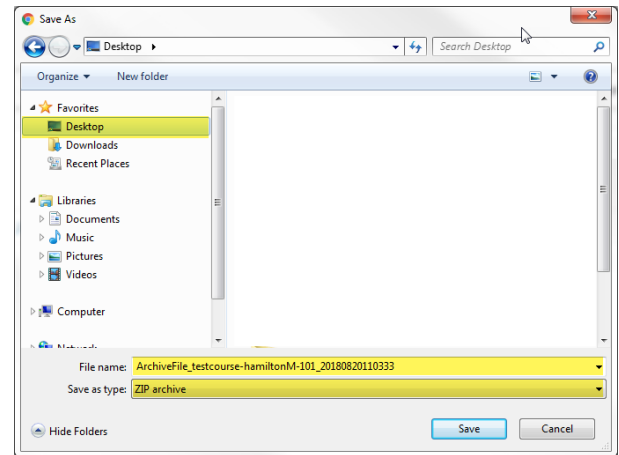
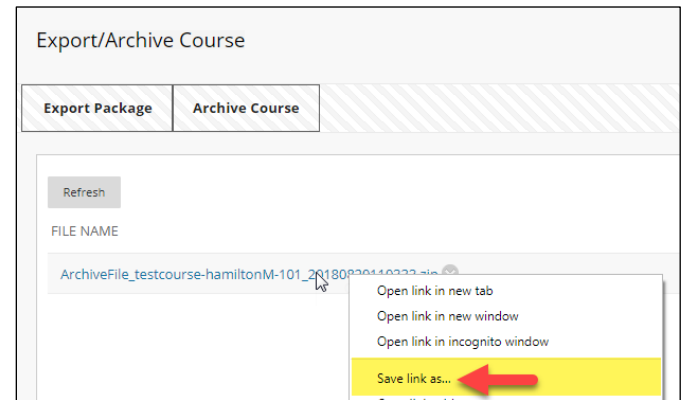


- On the Archive Course page, **do NOT make any changes to the selected settings**. Simply click the **SUBMIT** button.
- A confirmation message will appear on the screen stating that the action has been queued. You will receive an e-mail alert at your official MATC e-mail when the archive file is ready to download from your course.

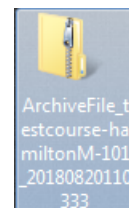


## DOWNLOADING YOUR ARCHIVE FILE

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



- The .zip file will download to the designated location.



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