

# Archiving a Course



Blackboard Learn

Downloading an archive file from a semester or master course creates a permanent record of content in a compressed .ZIP file. An archive file can be imported into a new semester course shell to provide content to students. It is the instructor's responsibility to download and import archive files to manage course 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!

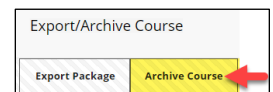
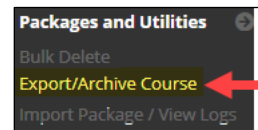
### Safari Users – Adjust Your Browser Settings

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 **PACKAGES AND UTILITIES**. Then, click **EXPORT/ARCHIVE COURSE**. On the Export/Archive Course page, click the **ARCHIVE COURSE** button.
2. On the Archive Course page, simply click the **SUBMIT** button. **DO NOT make any changes to the selected settings.**
3. A confirmation message will appear on the screen. Once the archive is available for download, you will receive a notification at your official MATC e-mail.
4. See the next page for the download instructions.



Archive Course

SELECT COPY OPTIONS

Source Course ID EXAMPLE-COURSE-1

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

FILE ATTACHMENTS

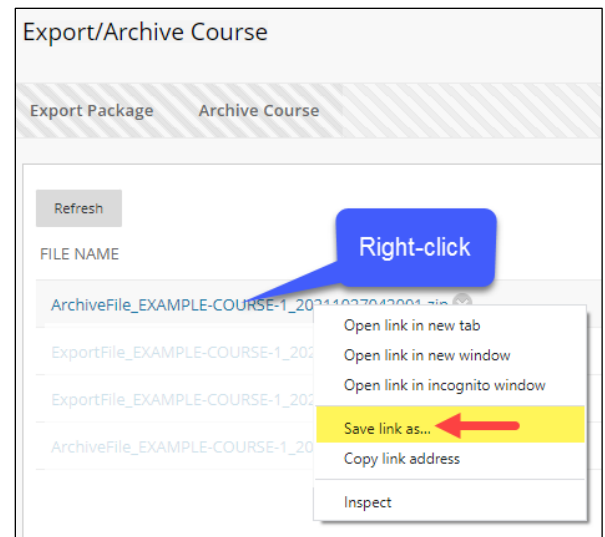
Course Files Default Directory  Copy only links to course default directory files  
 Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory  Copy only links to files stored outside of the course default directory  
 Copy links and include copies of the files outside of the course default directory

Package Size

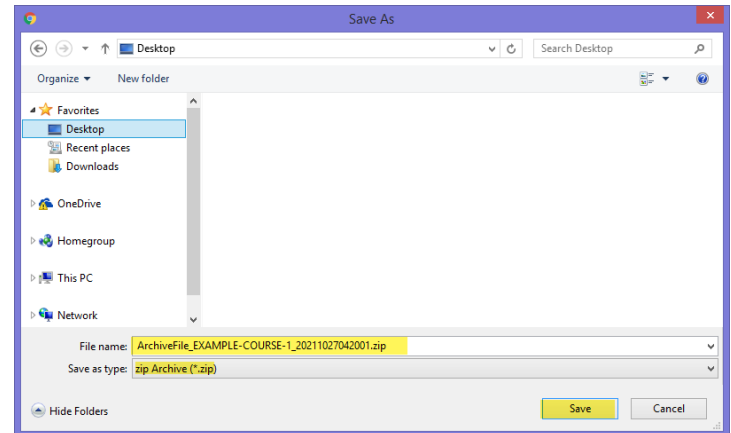
## Downloading the Archive File

1. 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**.



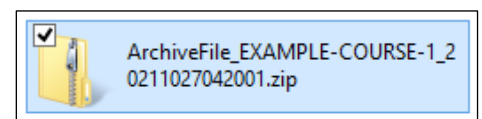
2. In the dialogue box that appears, navigate to an area on your computer where you want to save the file. **Do not change the name of the file or the file extension!**

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



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

You may import this file into a master shell for revision or future use. Or, you may import this file into a blank semester shell to add your content.



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