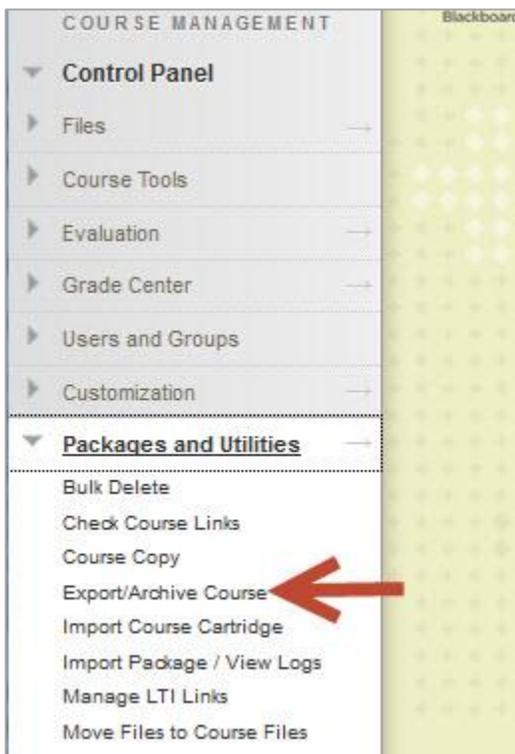




Archiving a Course in Blackboard Learn

1. Under **Course Management** in the Control Panel, click **Packages and Utilities**.
From the dropdown menu, select **Export/Archive Course**.



2. Click **Archive Course**.



3. Be sure to click the checkbox for Include **Grade Center History**, to maintain a permanent record of a course including all the content and user interactions available at the time the Archive is created.

1. Select Copy Options

* Source Course ID MAR-111-Karol

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

2. File Attachments

*Click **Calculate Size** to make sure that the package size does not exceed the limit.*

Package Size

3. Submit

*Click **Submit** to proceed. Click **Cancel** to quit.*

4. Click **Submit**. You should receive a message that the process has been started.

Success: This action has been queued. An email will be sent when the process is complete.

Export/Archive Course

5. You will receive an email when the process is complete. In this example, the email looked like this:

Archive: MAR-111-Karol

The operation has completed. The file may be downloaded from the Control Panel.

The results of the process are shown below.

Status: The operation archive has completed.

6. Under **Export/Archive** course, you should see the zipped file.



7. Click on the file name to download the file to your computer.