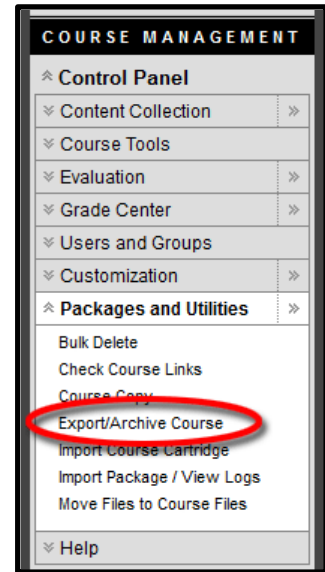


Archiving Blackboard Courses

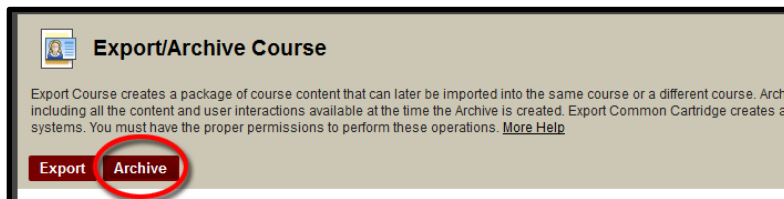
When you archive a course, you create a complete “backup” of your Bb section (course content, settings, student grades, course statistics, etc.). This gives you a permanent record of everything you and your students have done in the section for the semester. Archives are only viewable when reloaded back into the Bb system. They are not intended for frequent reference, or for content re-use, use the export process instead. Archives can only be restored by a system administrator.

Archiving a Course

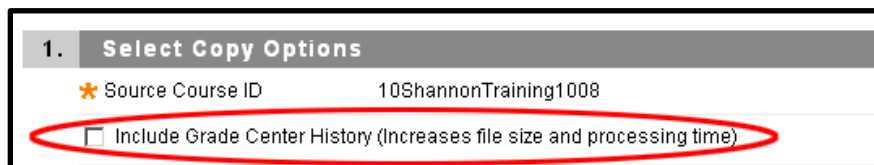
Step 1: Select **Export/Archive Course** from the **Packages and Utilities** area of the control panel of the course.



Step 2: Click **Archive** from the Export/Archive Course screen.



Step 3: On the next screen check the box to **Include Grade History**.



Step 4: Under section 2 “**File Attachments**” of the Archive screen, choose the second selection (default) for each option. Failing to select these two will cause student permission errors in the restored section.

2. File Attachments

Choose between copying only the links to files or the links and new copies of every file attached within the course that the package size does not exceed the limit.

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

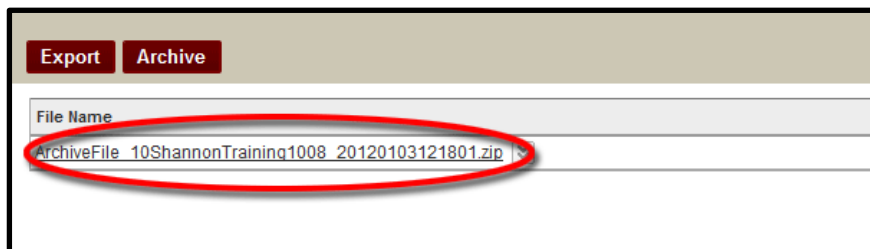
Step 5: You will receive an email in your UCM email account when the process is complete. Archives can take anywhere from 30 seconds to 5 minutes or more depending on how large your course is.

Step 6: After you have received the above mentioned email, select **Export/Archive Course** from the **Packages and Utilities** area of the control panel course. You should see the archive file listed on the Export/Archive screen. Click the chevron next to the archive file and select **View Basic Log**.



Check the log to ensure the archive completed without errors. Take note of any errors or warnings reported. You may see some errors dealing with links, announcements, discussion board posts, etc. These deal with things being removed from the course. You want to make sure there aren't any fatal errors. If you see errors here and have questions about them do not hesitate to contact UCM Blackboard Support.

Step 7: You should see the archive file listed on the Export/Archive screen. Click the .zip file link listed. The filename should begin with *ArchiveFile*.



Step 8: When prompted, save the file to your computer. Select a file location that is easy to remember.

We suggest you do not remove Archive from the .zip file's name. Also avoid modifying the .zip package. You could corrupt the archive file and make it unusable.