

Archive

Archive Course creates a permanent record of a course including all the content and user interactions. Archived courses are saved as .zip files. Archiving a course does not remove it from the system.

To archive your course to your computer follow these steps:

1. Enter the course >Select the Control Panel
2. Go to the Archive Course link
3. Click the Archive button from the button bar of the Export/Archive Manager
4. Click Submit > Click OK
5. When your archive package is complete, you will receive an email. After the email is received, you may enter the Export/Archive Manager page (as listed above in steps 1 - 3) and download the course package to the computer.
 1. Click the "ArchiveFile_<CourseName>_DateTime.zip" link and select Save in the File Download Box
 2. Save your Archive File to the designated directory in your PC
 3. To remove the Archive File from your course select Remove then OK.

****The archive files are compressed .ZIP files and are imported in the same format. Do not unzip an Archive zip file or remove files from the zip file, otherwise the zip file will not imported correctly. The archive file is a zip file and can only be used in the Blackboard environment****