

Archive Course

Overview

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.

Find this page

Follow these steps to open the Archive Course page.

1. Click **Archive Course** from the Control Panel.
2. Click **Archive** from the Action Bar of the Export / Archive Manager page.

Create Archive

Select **Submit** to archive the Course contents and save it for future use.

Download the Course package

After the Archive Course page is submitted the system creates the Course package. When the package is complete, the Instructor who initiated the operation receives an email. After the email is received, the Instructors may open the Export / Archive Manager page in the Blackboard application and download the Course package to the local computer.