

# Blackboard

## How do I make an archive or export of my Blackboard course module?

From within your module, click on the "Packages and Utilities" link within the Control Panel:

Select "Export/Archive Course" from the list of options:

Choose whether you wish to Export Package (export your course) or Archive Course.

### To Archive

The next screen allows you to select whether or not to include the Grade Center history. ;You can also choose whether to simply copy links to course files or whether to also copy course content:

Click on Submit when you have chosen your options.

### To Export

The Next Screen allows you to select whether to simply export the links to the course files or whether to also copy course content.

Section 3 of this screen allows you to specifically choose which material/content you want to export:

Click on submit when you have chosen your options.

Your export will be queued and you will receive an email once the process is complete. ;This usually takes a few minutes.

To open or save the file, navigate back to the Archive/Export screen. ;You may need to click on refresh.

Your exported package will now show on that screen, along with a date/time stamp.; Click on the chevrons next to the package and select an option from the list:

NB: Although you are able to save an archived course, you will need to contact the Blackboard team if you need to restore the archive.

Unique solution ID: #1799

Author: Helen

Last update: 2016-08-31 16:37