

Archive Your Course

Take the steps outlined below to regularly backup your Blackboard course materials, user information, and Gradebook.

This procedure will create a compressed archive file of your course, including the user information. Do not unzip the file if you want to import the course into Blackboard at a later date.

To create your archive file, login to Blackboard and access the course you want to backup and do the following:

1. Click on **Control Panel-->Archive Course** (under "Course Options") -->**Submit**.
2. The next screen will show a 'Receipt' and Export Log. To download your course archive and save to your hard drive or H:/ drive, click on "**Click the right mouse button and select Save As**"
3. Click on **Save**.
4. Locate and select the folder to which you will save the WinZip file that is your archive.
5. Click on **Save**.