North Carolina A&T State University
Blackboard Support

How to Archive a Course (from Blackboard 7.3)

The **Archive Course** feature in Blackboard allows the instructor to create a permanent copy of the course. The packaged course can later be imported back into Blackboard. Archived courses include course content and user interactions.   (To package a course without user interactions, see **How to Export a Course**.)

Blackboard 7.3 features an **Export/Archive Manager** page. See item #4 below.

1.   Open a course that you are teaching.

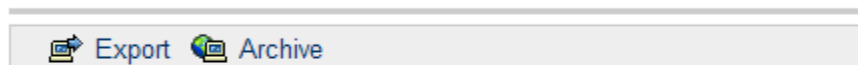2.   Enter the **Control Panel**.

3.   Under **Course Options**, click **Archive Course**.

4.   Blackboard 7.3 features an **Export/Archive Manager** page that organizes all exported and archived packages that have been created from the course.
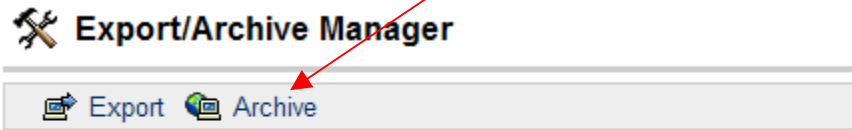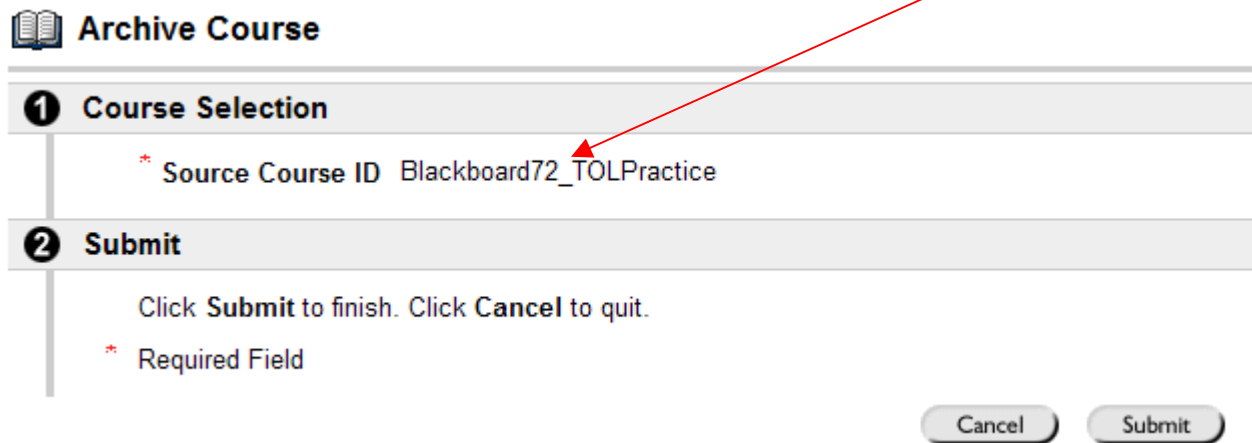

No packages exist for this course.

When the course is exported/archived, a link to the package appears on the **Export/Archive Manager** page. The instructor can download the package to a local computer and use it in the future for importing.

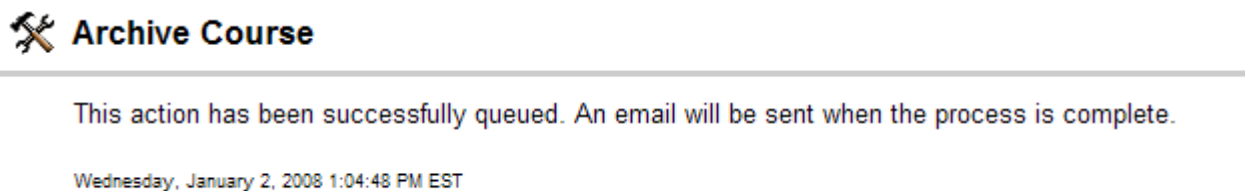5. To archive a course in Blackboard 7.3, click **Archive** on the **Export/Archive Manager** page.
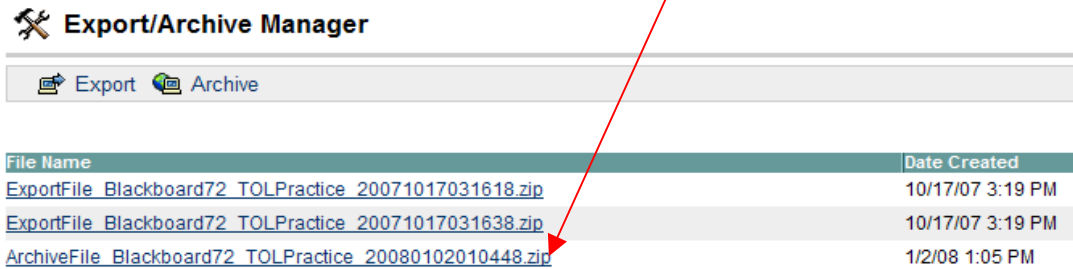

6. On the **Archive Course** page, the Course ID will appear under **Section 1**.

7. Click **Submit** to accept the selected course.

8. A receipt page will appear after clicking **Submit**. Click **OK**.

9.　When a package is exported/archived, it will not appear on the **Export/Archive Manager** page immediately. An email will be sent to the instructor once the package has been created. Once the package is created, a link to the package appears on the **Export/Archive Manager** page. The instructor can download the package to a local computer and use it in the future for importing.
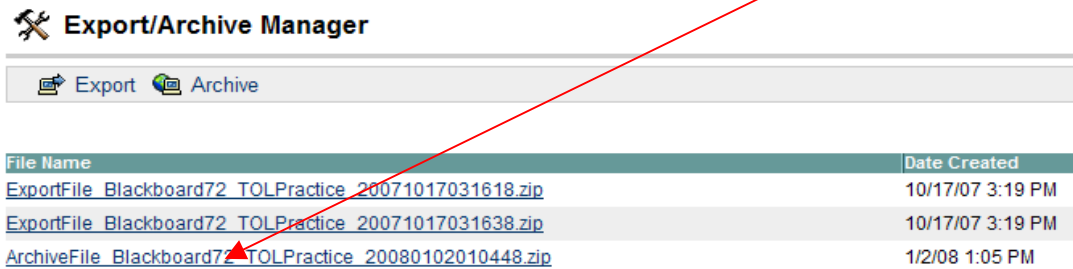

10.　To download the package to a local computer, click the link to the archived package.

11.　**Save** the package to your local computer or to an external storage device.

Helpful Tips
***　Archived packages can only be **imported** back into Blackboard in the same format. Attempting to **unzip** and alter the compressed package will cause the package to be imported incorrectly.
***　Export or archive a copy of **each** course at the end of each semester.