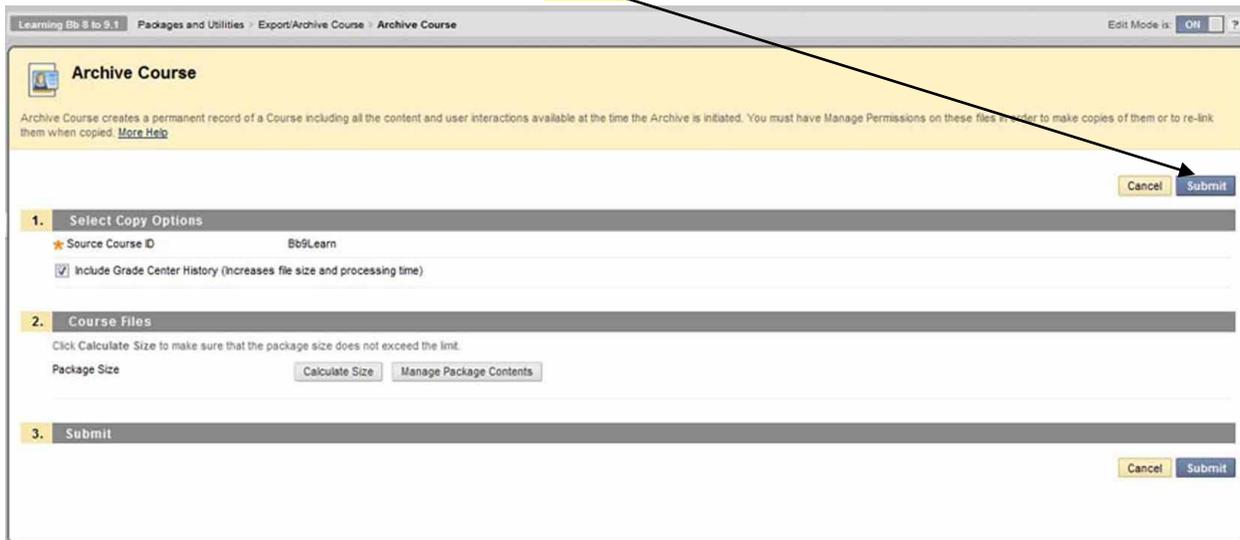


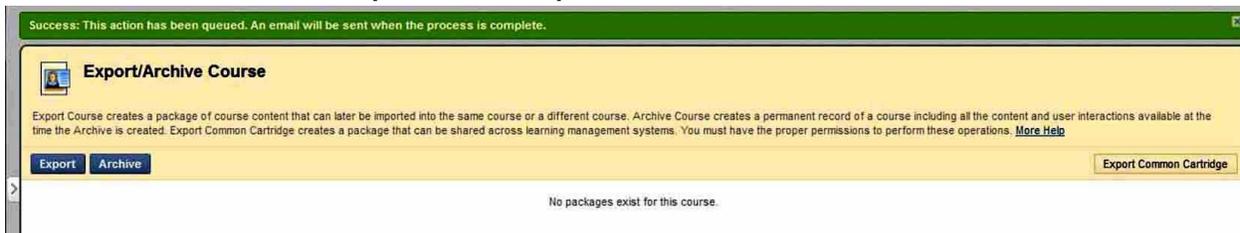
How to Archive your Blackboard (Bb) Course:

by W. Lushbaugh, Ph.D., Professor Emeritus, Dis-eLearning

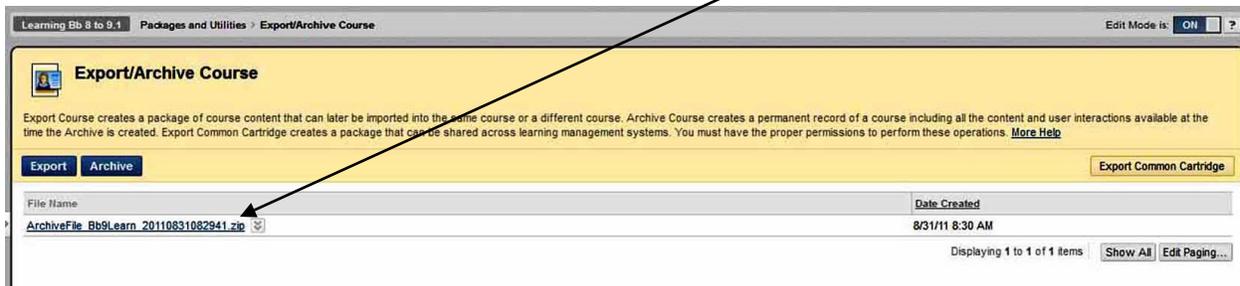
1. Log into the blackboard course you wish to archive.
2. Go to the control panel section on the left margin and click on **Packages and Utilities/Export/Archive Course**
3. If there is an archive already attached here you must delete it before proceeding further; Click the delta on the right corner of the link and then choose delete to get rid of the old archive.
4. Click the **Archive** button and you will see the archive course dialogue as illustrated below. Click Include grade center history and then a **Submit** button



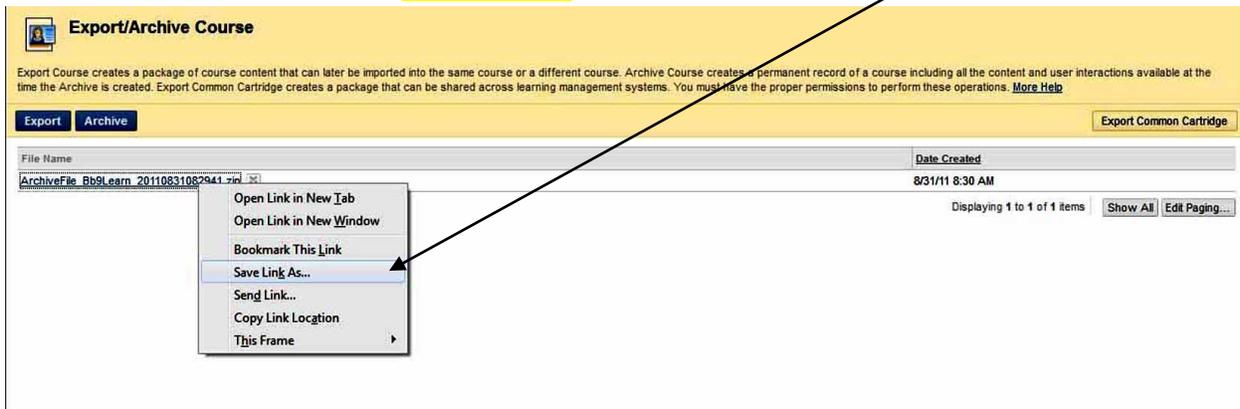
5. You will see this message across the top of the page: **Success: This action has been queued. An email will be sent when the process is complete.**



6. When you receive the email on your umc.edu account stating that the archive is ready, return to the same spot in Bb and you should see your new archive waiting there for you (as below)

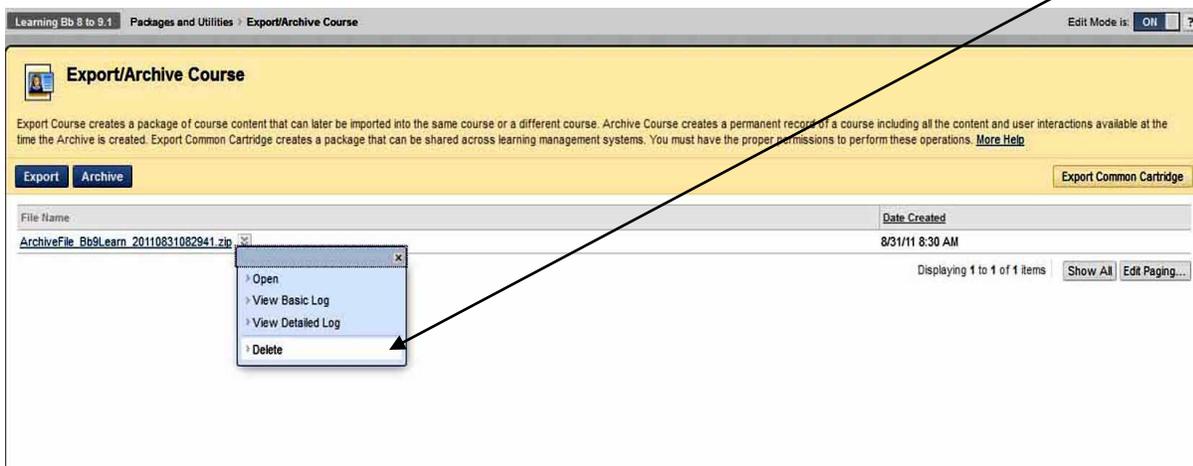


7. Right click on the link and choose **Save Target as** from the drop-down menu.



Save the file to your desktop and later transfer it to removable media (CD) or a shared drive. File size may be in excess of 500 GB, depending on the size of your course, and may take a long time to download. BUT **download you MUST** because if Bb went down or your course got erased somehow you **MUST have a copy of the archive to give to the Bb admin to restore your course to the server**. AND in the next step you must **DELETE** the archive from Bb since you now have a safe copy and it is too large to remain on the server (we pay by the MB!)/

8. After you have saved your copy of the archive to your desktop for safekeeping you **MUST Delete** the Archive you just created from the Bb server. Click the downward chevrons to the right of the link and choose **Delete** from the drop down menu. This will reduce your class file size by hundreds of GB!
Please be sure to do this!



9. After you have saved the archive to your desktop and then deleted it from Bb the space where the archive was will be blank and the message will say: No packages exist for this course.
10. If this is a course that needs to be removed from the Bb server because it will no longer be used this term please send the Title and Course number to your school's ELA (eLearning Administrator) and indicate that this course is to be deleted.
11. A one month grace period after the end of the term will allow you to archive your course before the Bb administrator will be in contact with you again to delete your course if this has not already been done.
12. If you need assistance with this process or would like some advice on how to proceed please contact the ELA from your school (addresses at <http://elearningdocs.umc.edu>, top left menu), Dr. David Fowler dfowler@umc.edu or Dr. Bill Lushbaugh [wlushbaugh@umc.edu]. The service desk will not be able to advise you about Bb related issues.