How do I archive my course?

As best practice, and in light of the Blackboard Course Availability and Deletion Policy, Blackboard support at the CFT recommends that instructors keep an archived copy of their courses in one or more locations (e.g., on a computer, on an external drive, in cloud storage, etc.). Your local VUIT Distributed Technology Services support provider can help you determine a secure and appropriate location for this data storage. Archiving is especially important in the case of recurring courses that are taught less frequently than every two years, since any previous versions of less frequently taught courses will have been deleted according to schedule (see the Course Availability and Deletion Policy) before the next offering. However, even if you do not anticipate ever teaching a particular course again, it is still a good idea to retain a copy for your records and in case of unexpected eventualities.

This guide will detail two ways of archiving course materials:

- The first method is to **Export** the entire course, which results in a single .zip file that can be conveniently stored and later imported into new Blackboard courses as needed. The advantage of this method is that it maintains most of the structure, layout, and settings of the course, such that only minimal adjustments should be necessary if it is imported into a new, empty course.

- The second method is to export files from the **Content Collection** area. This likewise results in a single, convenient .zip file; however, the contents are individual files from the course that do not include information about the structure or layout of the course. The advantage of this method over a total export is that this .zip file can be unzipped on a local computer and its contents individually accessed outside of Blackboard, without the need to import into a course.

Blackboard support at the CFT recommends making two archived copies of courses—one using each of the above methods—in order to ensure maximum future flexibility in redeploying course content.

Name	ExportFile_OTH_PAN TERRA_DEMO_2016 0214100028.zip
Kind	ZIP archive
Size	21.9 MB
Created	Today, 10:30 PM
Modified	Today, 10:31 PM
Last opened	Today, 10:31 PM

Method 1: Course Export

1. In the **Control Panel**, click the **Packages and Utilities** menu and choose **Export/Archive Course**.
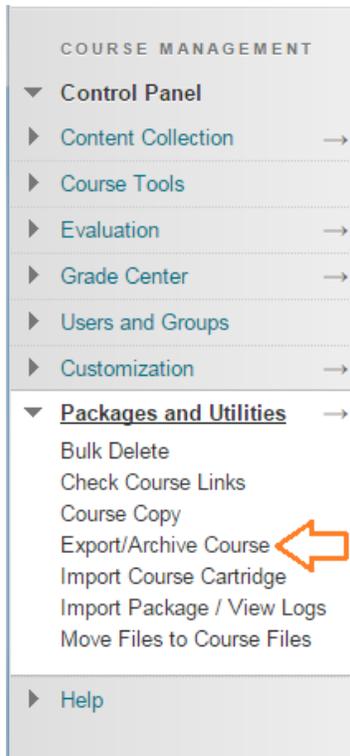
2. Click the **Export Package** button near the top of the page.

* Note: Do not use the Archive feature, as it will duplicate everything in a course, including enrollments, grades, and student work, and is therefore unsuitable for this purpose.

3a. On the export options page, click the **Calculate Size** button. If the course is over 2 GB, you may want to consider excluding some of the larger files from the export and storing them separately.

3b. Click **Select All** to export the entire course. Uncheck boxes if you wish to exclude any areas.

SELECT COURSE MATERIALS

4. Click **Submit**. You will receive an email when the export finishes. Return to the Export/Archive page and click the .zip file to download it to your local device. Move the file from the downloads folder to a location where it can be stored long-term.

Method 2: Content Collection

The content collection will allow you to download all files from the course as a zip file. The zip file is accessible and operable as a normal zip file. Users can choose to download all course files at once, or be selective in which files to download. The below method will demonstrate how to download all course files.
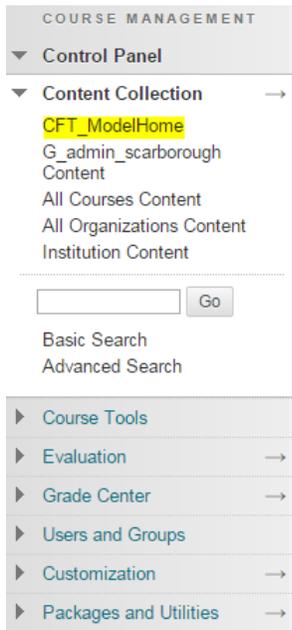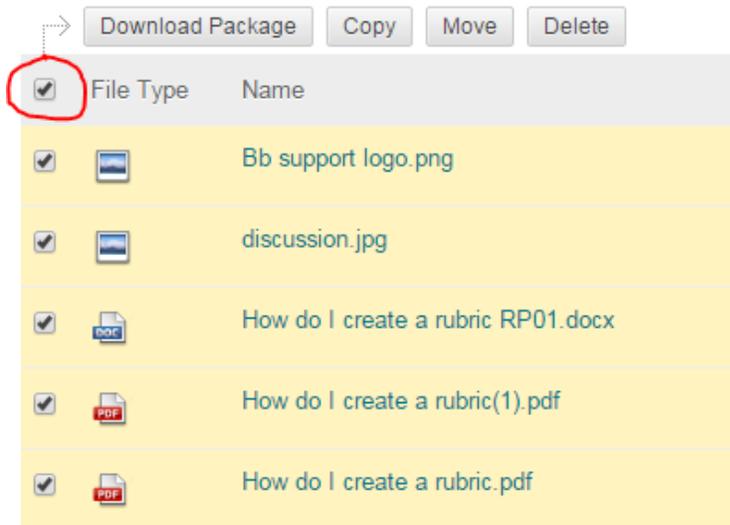
1. Access the **Content Collection** from the course's **Control Panel**, and click the link for the **course name**.
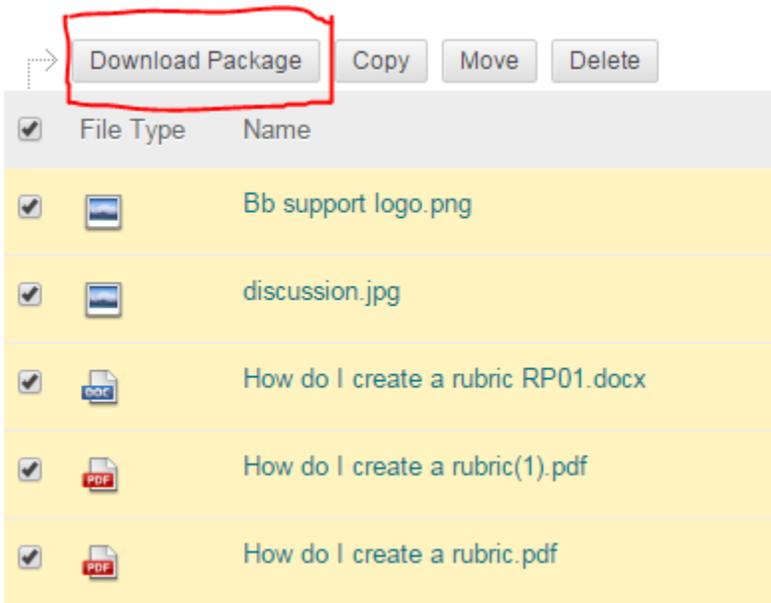
2. Inside the content collection, scroll to the bottom and click **Show All**.
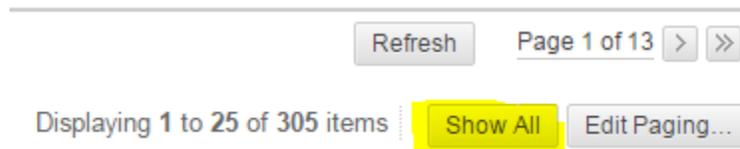
3. Click the uppermost **check box** to select all files. Alternatively, select only the files you wish to download.

4. Click the **Download Package** button.

5. Choose a location on your computer, external drive, etc. to download the zip file. Depending on how many files are being downloaded, this could take several minutes to complete. Usually your browser will provide an indication of the download status.
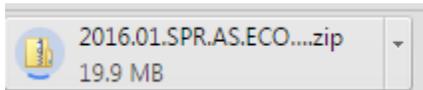
6. Once the zip file has finished downloading, you are free to open, edit, copy, upload, etc. the zip file and its contents as necessary.