

Blackboard Learn 9.1

ARCHIVE YOUR COURSE

1. Under **COURSE MANAGEMENT**, select **Packages and Utilities** -> **Export/Archive Course**.
2. Select **Archive Course**.
3. Under **Select Copy Options**, check the box for **Include Grade Center History**.
4. Uncheck **Limit package to only files linked into the selected content areas**.
5. Press **Submit**.

When the archive process is complete, you will receive a confirmation email. Even though you received the email, **you must wait at least 30 minutes** before you complete the next steps. If you do not wait – the full course may not be archived.

6. Return to the **Export/Archive** screen (click **Packages and Utilities** and **Export/Archive Course**).
7. **Left click** on the archive file link and save the.ZIP package to your desktop or flash drive.
8. Please remove packages from this page once they are downloaded by clicking the drop down menu next to the package and selecting **Delete**. Each package counts against the course quota of 250 MB; so keeping packages on this page may result in limited space to add additional content to the course.

GETTING HELP WITH BLACKBOARD

For One-on-One Coaching – send an email to distance@necc.mass.edu
[Center for Instructional Technology website](#)