



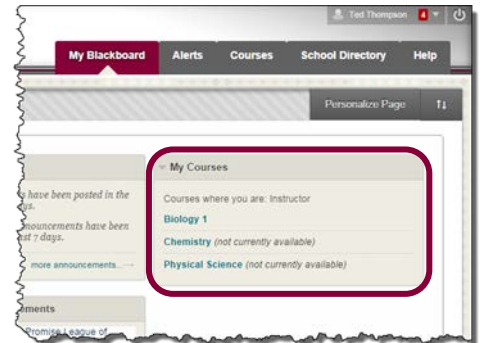
Instructors can create a permanent record of their course including all content and user interactions by archiving their course(s).

The process involves three separate processes:

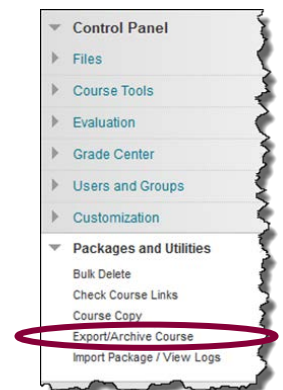
1. **Prepare the Archive**
2. **Download the Archive**
3. **Delete the Archive**

## Prepare the Archive

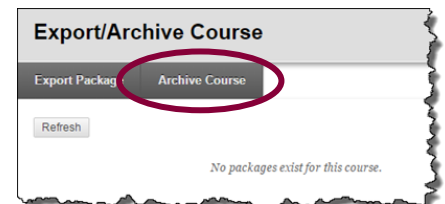
1. Log into Blackboard Learn at <http://blackboard.wcpss.net>.
2. Enter the course for which you wish to archive.
  - A list of courses can be found on the **My Blackboard** tab in the **My Courses** module.



3. In the course **Control Panel**, expand the **Packages and Utilities** section and click **Export/Archive Course**.



4. Click **Archive Course** on the action bar.



5. Check whether you want to Include Grade Center History or not.

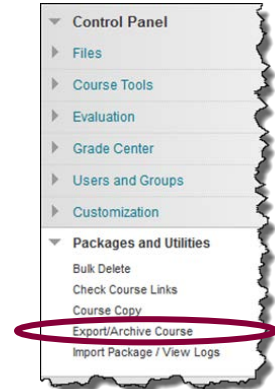
6. Click **Submit**.

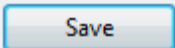
**Note:** The archive does not appear immediately. After the process is complete, a link to the archive package appears on this page.

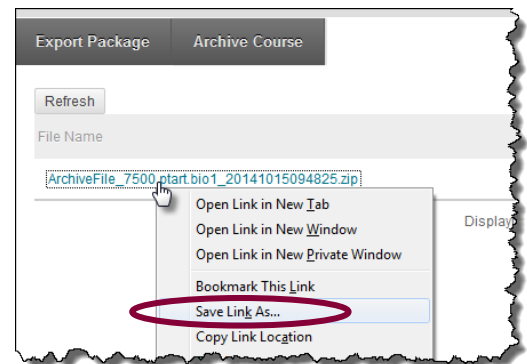
## Download the Archive

The permanent record for the course is not complete until the archived package is downloaded to a computer or external drive.

1. In the course **Control Panel**, expand the **Packages and Utilities** section and click **Export/Archive Course**.
2. Right-click on the link that says **ArchiveFile...**
3. Select **Save Link As...**




4. Choose a **location** for the file.
5. Click  .



## Delete the Archive

All archive packages must be deleted after they are downloaded. Only downloaded archives can be used to restore a course in the event of an issue. In addition, keeping archives results in limited server space to add additional content.

1. Hover over the link that says **ArchiveFile...**
2. Click the **options** menu  to the right of the link.
3. Click **Delete**.

