

### How do I Archive My Course?

Archiving a course is the responsibility of the course Instructor and is the only way to recover a course in the event it gets deleted or becomes corrupt. Archiving the course is only the first step, though. You must also save the archive file someplace safe so it will be available to you in the event your course is deleted.

1. While in your Blackboard Course, click  Control Panel.

2. Click **Archive Course**.



3. Click **Archive** at the top of the page.



4. Click .

5. Click .

**Note:** You will receive a confirmation that the request has been queued. You will receive an email when this action has been completed. Please allow at least two business days during busy times of the year, like the fall, to allow these transactions to process.

### Saving Archive Files to Your Computer

1. Go to your Blackboard Course.

2. Click .

3. Click **Archive Course**.



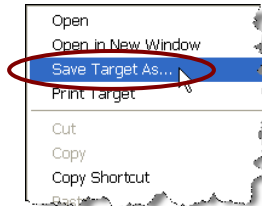
# Blackboard

## Archiving a Course

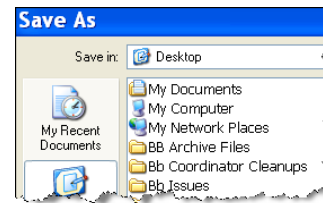
4. Right click on the archive file you want to download.



5. Choose **Save Target As...**



6. Select a location on your computer for the file.



7. Click .

### Deleting Old Archive Files from Your Course

1. Go to your Blackboard Course.

2. Click .

3. Click **Archive Course**.



4. Click  to the right of the file that you would like to remove.

5. Verify that the file chosen is the one you want to delete and click .

**Note:** Before you remove any archive files, make sure that you have a current archive from which you would be happy having your course restored.