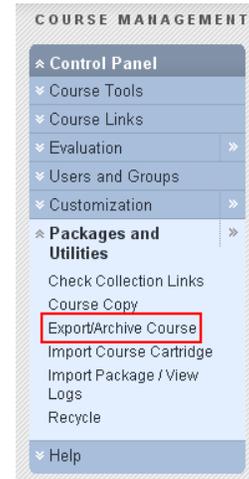




How to...Backup Your Course

Reminder: Backup (Archive) files are stored in a compressed format. You not able to view a backed up course unless it is installed in a course shell within Blackboard.

1. Open the course that you would like to back up. Then navigate to the Control Panel.
2. Click Packages and Utilities to expand the menu.
3. Click Export/Archive Course link.



are

4. Click the Archive button at the top for the page.



5. If you use the Grade Center and want to retain the grades, make sure to check the box for *Include Grade History*.
6. The following additional settings are recommended.
 - a. Course Files Default Directory: *Copy links and include copies of the files in the course default directory* which copies the Content Collection files into the archive
 - b. Files Outside of the Course Default Directory: *Copy only links to files stored outside of the course default directory* which does not attempt to copy files outside the course.

How to...Backup Your Course

Archive Course

Archive Course creates a permanent record of a course including all the content and user interactions available at the time the Archive is initiated. [More Help](#)

1. Select Copy Options

★ Source Course ID: TRCC-kbarfield-SU2012-1

Include Grade Center History (Increases file size and processing time)

2. File Attachments

Choose between copying only the links to files or the links and new copies of every file attached within the course. Click Calculate Size to make sure that the package size does not exceed the limit.

Course Files Default Directory: Copy links and include copies of the files in the course default directory Copy only links to course default directory files

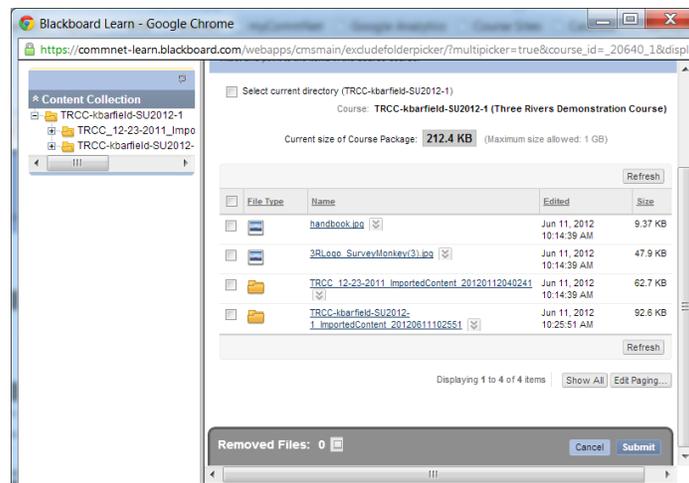
Files Outside of the Course Default Directory: Copy links and include copies of the files outside of the course default directory Copy only links to files stored outside of the course default directory

Package Size:

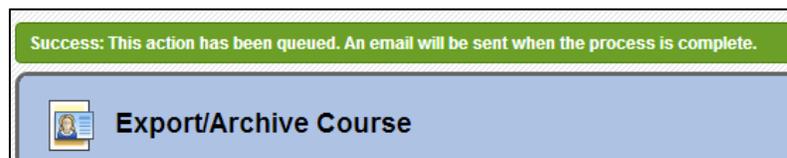
3. Submit

Click Submit to proceed. Click Cancel to quit.

7. You can select the Content Collection files to be captured in more detail if you click the Manage Package Contents button.



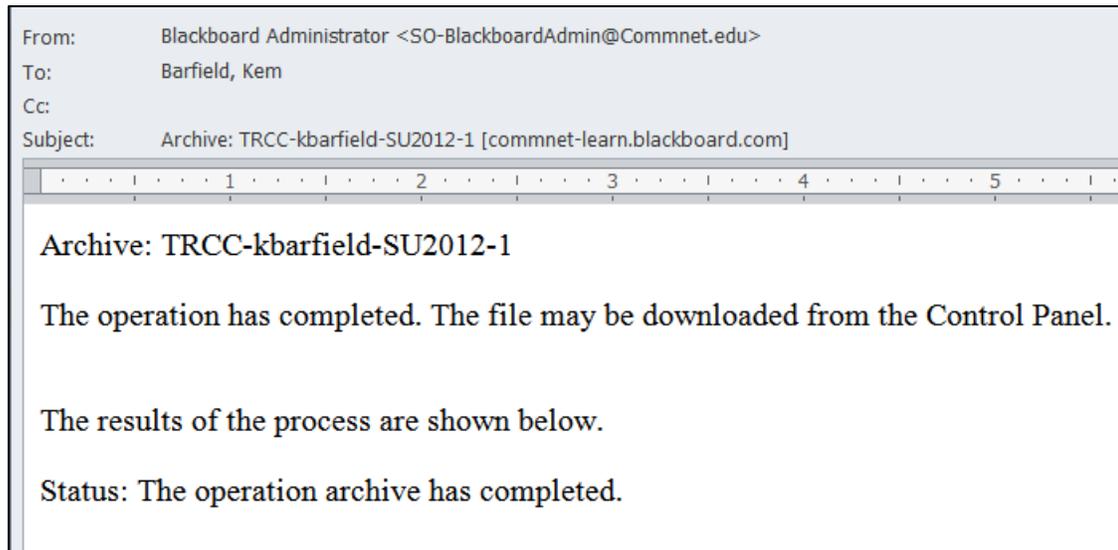
8. If you successfully submitted the archive, you will receive a message at the top of the Export/Archive page.



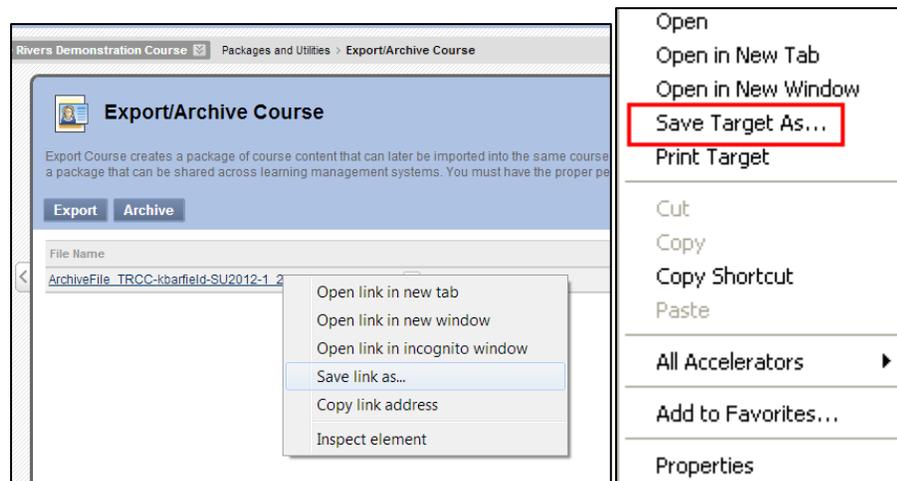
9. When the Archive is complete, you will receive and email.



How to...Backup Your Course



10. When you do, return to the Export Archive page. You will see a file that begins with the text "ArchiveFile" followed by your course ID. Right-click the file and then from the resulting menu left-click Save link as (Firefox and Chrome) or Save Target As (Internet Explorer). For Safari on Macs simply click the file name.



11. Choose a place on your hard drive or USB flash drive to store the file.