ARCHIVING OR EXPORTING YOUR BLACKBOARD COURSE

You may wish to download your course content from Blackboard either for your records, to save for accreditation reasons, or if you leave Mercer. There are several ways you can download your content. See the options below for retaining access to your course materials.

When to EXPORT Information	When to ARCHIVE Information
• If you want to save the course to reimport the content to Blackboard at a later date	• If you may need to completely restore the course, including student submissions and grades
	• For accreditation purposes

- If you want to save the course to reimport the content to Blackboard at a later date, **EXPORTING** is the best option.
- If you may need to completely restore the course, including student submissions and grades, **ARCHIVING** is the best option.
- If you just want to be able to reuse specific files, downloading the course files is the best bet.
- NOTE: Assignment annotations **will not restore** so if you want a record of those, you will need to download those individually.
- For accreditation purposes **ARCHIVING** may be sufficient.
- If **ARCHIVING** , be sure to save file in a sure storage solution like OneDrive.

HOW TO EXPORT A COURSE

Here are the steps for exporting a course or organization:

1. Log into Blackboard and navigate to your course or organization you wish to export.
2. Expand the **Packages and Utilities** section of your control panel (found on the left-hand menu).
3. Select **Export/Archive Course** or organization if appropriate.
4. Choose the **Export** button.
5. For **File Attachments**, we recommend selecting these two options: **Copy links, include copies of the files in the course default directory** and **Copy links, and include copies of the files outside of the course default directory**.

6. Click on the **Calculate Size** button to ensure you are under the size limit (1.5 GB is limit).
7. Select course material that you wish to include by clicking on the appropriate checkboxes.
8. Click on the **Submit** button.
9. Once the export file has been created, click on the **Export/Archive Course** link to retrieve it.
10. Click on the file link to download it to your computer.

We recommend that you save the file to a flash drive or your OneDrive account.

HOW TO ARCHIVE A COURSE

Archive Course
Archiving a course is very similar to exporting a course. The major differences are that you will not be able to create a course from your archive (only an administrator can do this) and that student data is also included in an archive.
Here are the steps for archiving a course or organization:
1. Log into Blackboard and navigate to your course or organization that you wish to export.
2. Expand the **Packages and Utilities** section of your control panel (found on the left-hand menu).
3. Select **Export/Archive Course** or organization if appropriate.
4. Choose the **Archive** button.
5. Click the **Include Grade Center History** checkbox, if you want this information included.
6. For File Attachments, recommend selecting these two options: **Copy links, include copies of the files in the course default directory** and **Copy links, and include copies of the files outside of the course default directory**.

7. Click on the **Calculate Size** button to ensure you are under the size limit. If not, you can click on the **Manage Package Contents** to tailor what will be included.
8. Click on the **Submit** button.
9. Once the export file has been created, click on the **Export/Archive Course** link to retrieve it.
10. Click on the file link to download it to your computer.
We recommend that you save the file to a flash drive or your OneDrive account.