

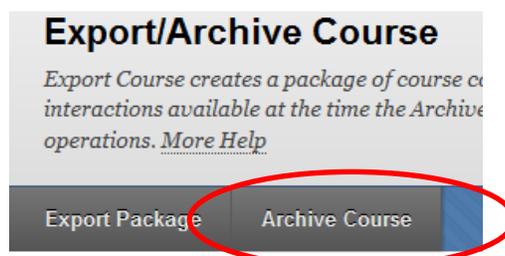
ARCHIVE (BACKUP) of a BLACKBOARD COURSE

After you work in your Blackboard course, you need to protect it by creating an archived (backup) copy of the course. Why is this activity important?

- Archiving creates a ZIP file of the course content and user interactions called an “archive package.”
- If something dreadful happens to your course, it can be restored from an archive package **with the assistance of a CTL Blackboard Admin.**
- Archiving your course after entering ANY student grades or making changes to the content saves the updated contents of the course.
- Each time you archive the course, CTL recommends saving the new ZIP file onto **at least two** of the following locations outside of Blackboard:
 - A jump (flash) drive
 - Your computer’s hard drive
 - An external hard drive
 - Network drive such as drive U: (network drives are backed up every night)
 - A Google Docs account

Steps for Creating a New Archive (ZIP) File of your Course

1. Open your Blackboard course.
2. In the “Control Panel” area of the menu bar (lower left portion of the screen), click on **Packages and Utilities** to open it.
3. Click **Export/Archive Course**.



4. As shown in the illustration above, click on the **Archive Course** button.

5. **IMPORTANT:** As shown in the illustration below, place a checkmark in the **"Include Grade Center History"** checkbox.

1. Select Copy Options

* Source Course ID 128950

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

IMPORTANT: The Size Limit Restriction for Archiving a Course

The default size limit for a class to be archived is **2.5 GB**.

- Attempting to archive a course over 2.5 GB will generate an error message.
- **If you receive an error message when archiving your course,** please contact a CTL Blackboard Admin for assistance.

To see the size of your class, click the button (circled in the first illustration on the next page).

6. In the “**File Attachments**” area of the form, click the option button describing the type of class being archived. The illustrations below point out the two choices:
- a. The first illustration below shows the option setting to be used for a simple course **NOT containing any outside HTML code or SoftChalk Lessons** being archived.

Settings for archiving a simple course (course without HTML)

The screenshot shows the '2. File Attachments' section of a form. At the top right, a callout box contains the text 'Settings for archiving a course WITHOUT HTML.' A red arrow points from this box to the second radio button under 'Course Files Default Directory'. A red bracket groups the second radio button under 'Course Files Default Directory' and the second radio button under 'Files Outside of the Course Default Directory'. The 'Calculate Size' button is circled in red. The 'Package Size' label is also visible.

2. File Attachments

Settings for archiving a course WITHOUT HTML.

Course Files Default Directory

- Copy only links to course default directory files
- Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory

- Copy only links to files stored outside of the course default directory
- Copy links and include copies of the files outside of the course default directory

Package Size

Calculate Size Manage Package Contents

- b. The illustration below shows the option settings to be used for a course **CONTAINING HTML code** (or any SoftChalk lessons) being archived.

Settings for archiving a course with HTML

The screenshot shows the '2. File Attachments' section of a form. At the top right, a callout box contains the text 'Settings for archiving a course with HTML.' A blue arrow points from this box to the second radio button under 'Files Outside of the Course Default Directory'. The 'Calculate Size' button is visible. The 'Package Size' label is also visible.

2. File Attachments

Settings for archiving a course with HTML.

Course Files Default Directory

- Copy only links to course default directory files
- Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory

- Copy only links to files stored outside of the course default directory
- Copy links and include copies of the files outside of the course default directory

Package Size

Calculate Size Manage Package Contents

7. **Submit**

Delete the Old Archive File

Do not keep more than one copy of an archive in your Blackboard course because of space restrictions. We are charged for this extra space. Once you get a new archive ZIP file created and copied to other secure locations, follow these following steps to delete the outdated copy.

1. After receiving the e-mail from “**Blackboard Administrator**” in your Outlook inbox, announcing the completion of the operation archive, login to your course again.
2. In the “Control Panel” area of the menu bar (lower left portion of the screen), click on **Export/Archive Course**.
NOTE: This will refresh the screen and display the new ZIP archive file.
3. Rest the mouse pointer on the older copy. **The newer copy is always placed at the bottom of the list.**
4. Use the drop-down contextual menu to delete the older copy.

Save the New Archive File onto Your Computer

When a new archive file is created, good practice dictates that you save the new file to at least two separate secure locations. Why? If your backup ZIP file is saved in your class, and something happens to totally destroy the class, the backup file will probably not be available again. See the first page of this document to see a list of possible secure locations for your archive files.

1. Follow the previous steps to create an archive “backup” copy of your course.
2. Rest the mouse pointer on the new archive ZIP file and click the drop-down arrow next to the file.
3. Click the **Open** option.
4. Locate the file that was opened. It may be in the “Downloads” folder on drive C:
NOTE: *The file will begin with the letters, “ArchiveFile_”*
5. Right-click the file and choose **Cut**.
6. Open the folder where the file is to be stored.
7. Paste the file into the folder.