
Blackboard for Employees

Archive and Export Packages

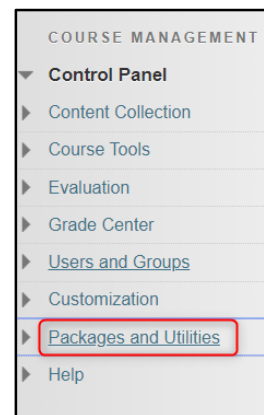
This document describes how to create an export or an archive package of your course. Users should review the definitions for **export** and **archive** to select the option that matches their needs.

The **archive** course feature creates a frozen snapshot or permanent record of your course. An archive includes all content, course statistics, users, and course interactions, such as blog posts, discussions, and grades.

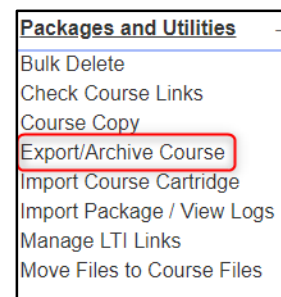
The **export** course feature creates a ZIP file of your course content that you can import to create a new course. Unlike the archive course feature, an export course feature does not include users or user interactions with the course.

Packages and Utilities

1. In the Control Panel, select Packages and Utilities.

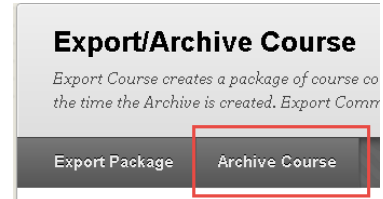


2. Select Export/Archive Course.

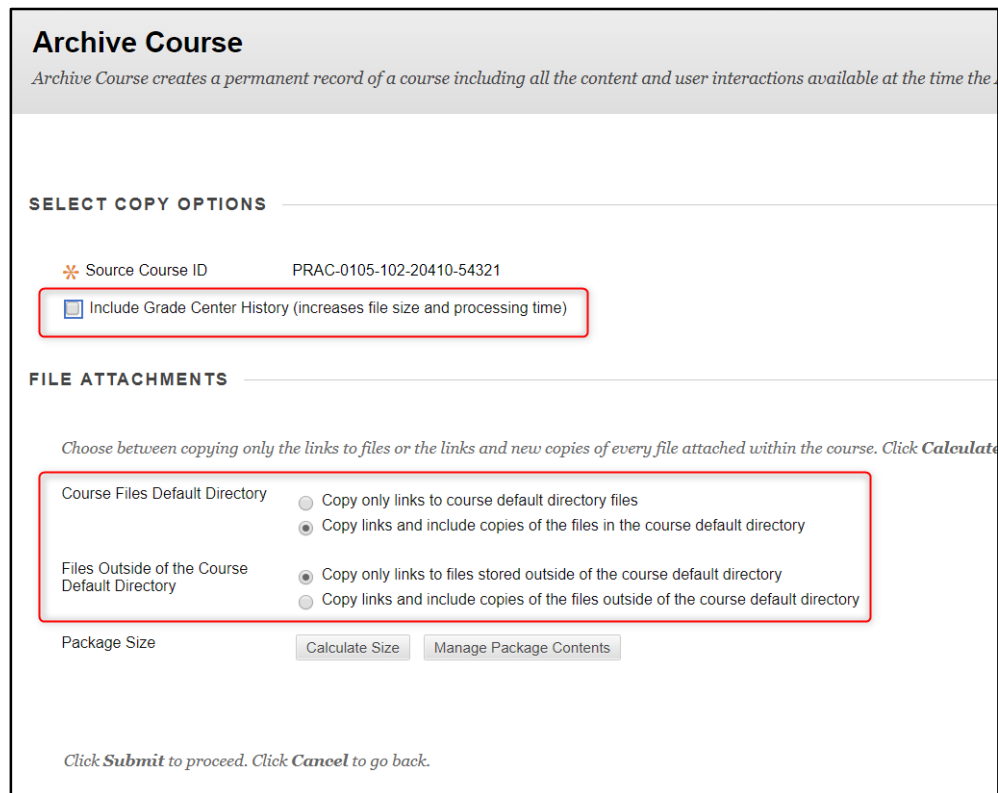


Archive

1. On the Export/Archive Course page, select **Archive Course**.



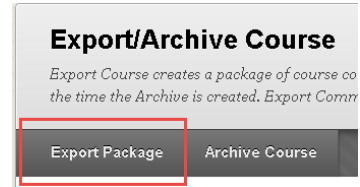
2. On the Archive Course page, **optionally select the check box for Include Grade Center History**. The file size and processing time will increase.
3. In the File Attachments section, select the default recommended options or make adjustments as needed.
 - For Copy links and include copies of the content, select Calculate Size to be sure that the package size doesn't exceed the displayed Allowed package size.
 - To remove files and folders from the package, select Manage Package Contents.
4. Select **Submit**.



The screenshot shows the "Archive Course" page. The title is "Archive Course" with a sub-header "Archive Course creates a permanent record of a course including all the content and user interactions available at the time the course is archived". Below this is a section titled "SELECT COPY OPTIONS" with a "Source Course ID" field containing "PRAC-0105-102-20410-54321". A checkbox labeled "Include Grade Center History (increases file size and processing time)" is checked and highlighted with a red box. Below this is a section titled "FILE ATTACHMENTS" with a sub-header "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 see the package size." There are two sections of radio button options: "Course Files Default Directory" and "Files Outside of the Course Default Directory". The "Copy links and include copies of the files in the course default directory" option is selected and highlighted with a red box. Below these options are "Calculate Size" and "Manage Package Contents" buttons. At the bottom, there is a note: "Click **Submit** to proceed. Click **Cancel** to go back."

Export

1. On the Export/Archive Course page, select **Export Course**.



2. In the File Attachments section, select the default recommended options or make adjustments as needed.
 - For Copy links and include copies of the content, select Calculate Size to be sure that the package size doesn't exceed the displayed Allowed package size.
 - To remove files and folders from the package, select Manage Package Contents.
3. In the Select Course Materials section, **select the check boxes** for each course area and tool you'd like to export.
 - If you select Discussion Board, decide whether to include started posts for each thread in each forum (anonymously) or include only forums with no starter posts.
4. Select **Submit**.

Export Course

Export Course creates a package of course content for reuse. Exporting a course includes Content, Settings, and Tools. To export user records, use Archive Course. [More Help](#)

SELECT COPY OPTIONS

✦ Source Course ID PRAC-0105-102-20410-54321

FILE ATTACHMENTS

Choose between copying only the links to files or the links and new copies of every file attached within the course. Click [More Help](#) for more information.

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

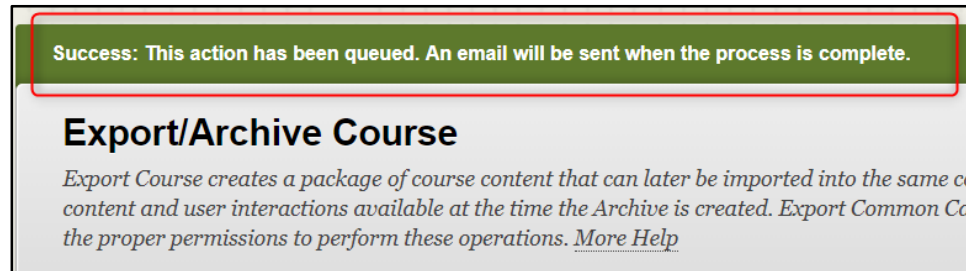
Package Size

SELECT COURSE MATERIALS

*Click **Submit** to proceed. Click **Cancel** to go back.*

Downloading the File

You will receive an email on your San Jacinto College account once the archive or export process has completed. **Note: This process can take up to 24 hours but usually is completed within a few minutes.**



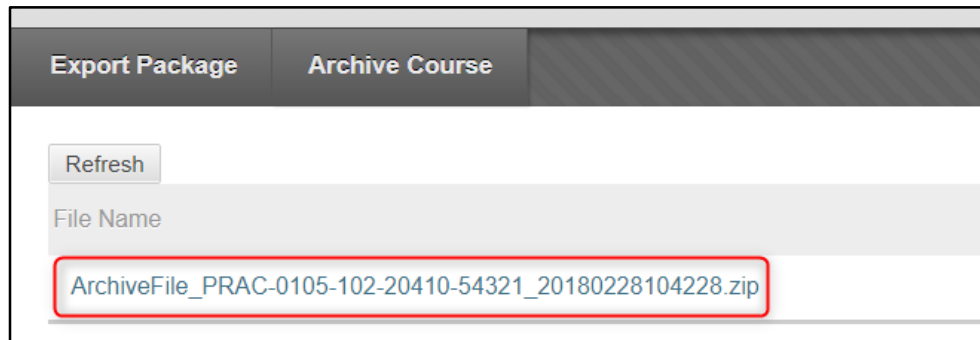
Success: This action has been queued. An email will be sent when the process is complete.

Export/Archive Course

Export Course creates a package of course content that can later be imported into the same course. The package contains all course content and user interactions available at the time the Archive is created. Export Common Course Content requires the proper permissions to perform these operations. [More Help](#)

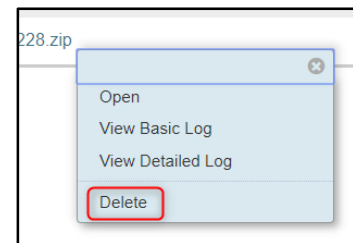
Once you have received the email, return to the Export / Archive page in your site to download the file.

1. Select the file name to prompt a download. Depending on the browser, how you are prompted to save the file may vary. Archived copies of course should be saved in a secure location, such as your SJC OneDrive accessible using your SJC Office 365 account.



The screenshot shows a web interface with two tabs: "Export Package" and "Archive Course". Below the tabs is a "Refresh" button and a "File Name" label. A file name is listed: "ArchiveFile_PRAC-0105-102-20410-54321_20180228104228.zip".

2. After you have saved the file, **Select** the chevron next to the file name. A window will appear giving you the option to delete. Select **Delete**. **Failure to remove archived courses from Blackboard can cause overages in course size limitations.**



The screenshot shows a context menu for a file named "228.zip". The menu options are "Open", "View Basic Log", "View Detailed Log", and "Delete". The "Delete" option is highlighted with a red box.