

---

# Blackboard for Employees

## Archive and Export Blackboard Packages

---

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

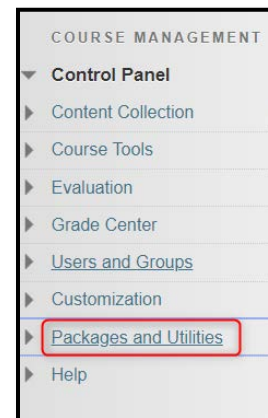
The **archive** course feature creates a frozen snapshot or permanent record of your course. An archive includes all content, course statistics, users, and course interactions, such as blog posts, discussions, grades, etc.

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.

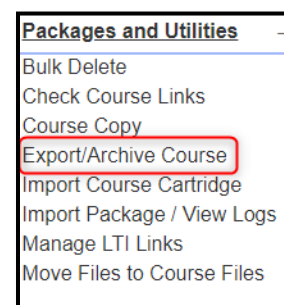
---

### Instructions

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

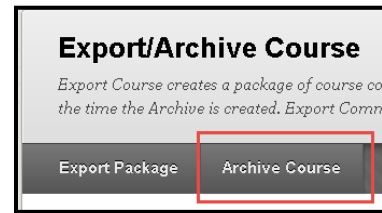


2. Select **Export/Archive Course**.



# Archive

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

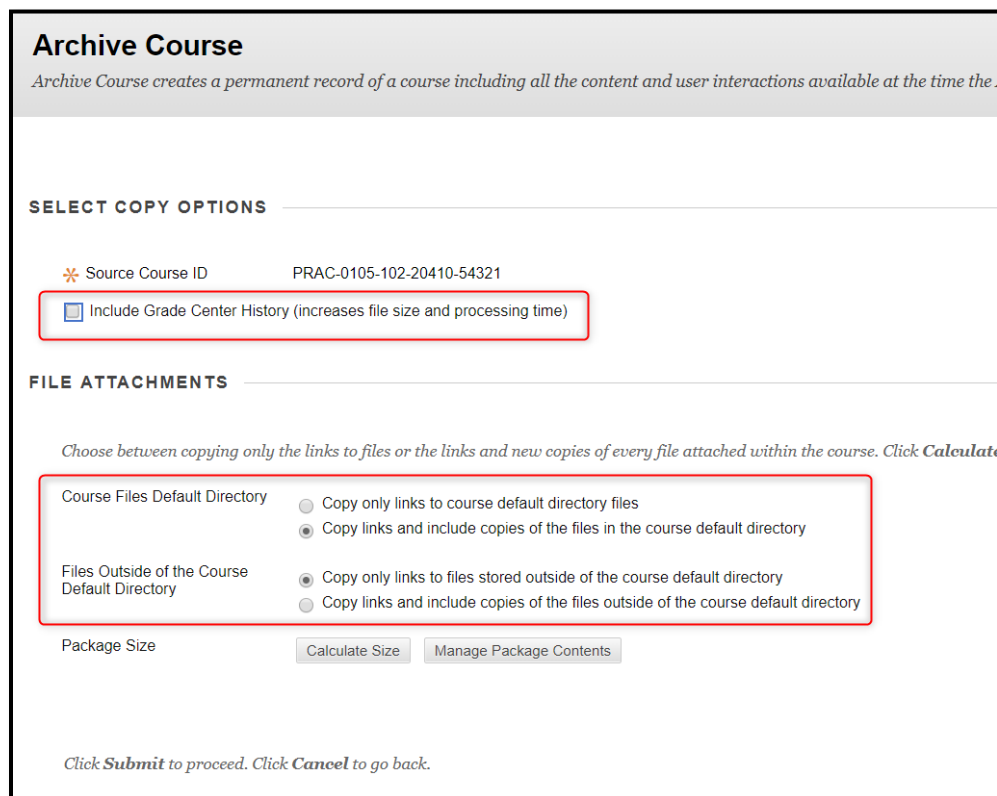


2. On the Archive Course page, **optionally select the check box for Include Grade Center History**. The file size and processing time will increase.

3. In the File Attachments section, select the default recommended options or make adjustments as needed.

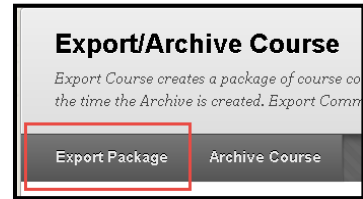
- For Copy links and include copies of the content, select Calculate Size to be sure that the package size does not exceed the displayed Allowed package size.
- To remove files and folders from the package, select Manage Package Contents.

4. Select **Submit**.

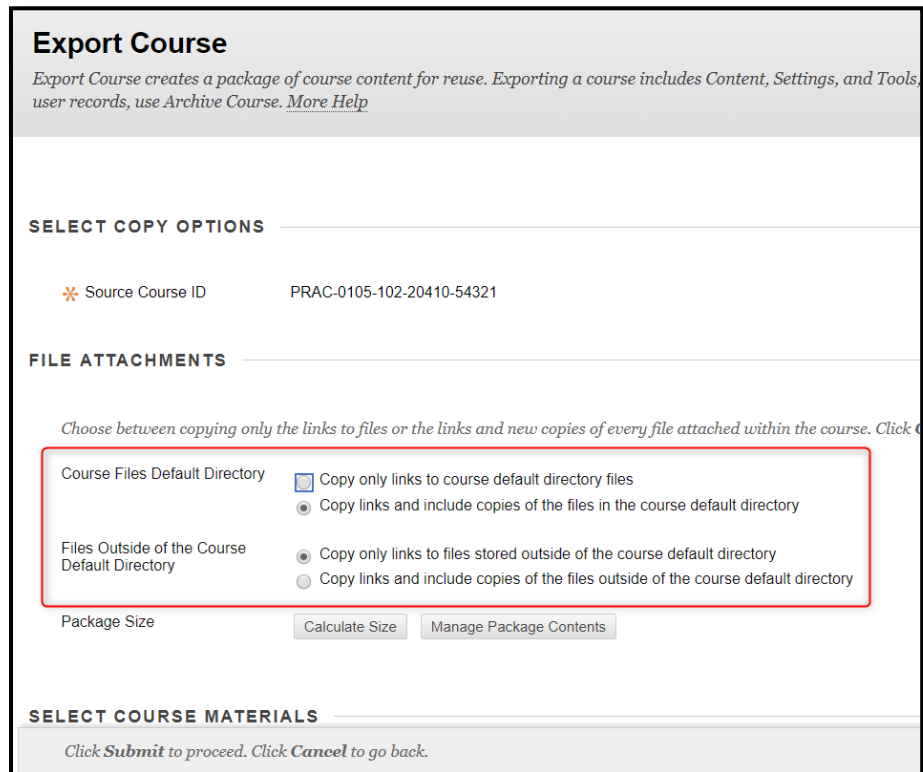
A screenshot of the 'Archive Course' page. The title is 'Archive Course'. Below the title is a description: 'Archive Course creates a permanent record of a course including all the content and user interactions available at the time the...'. There is a section titled 'SELECT COPY OPTIONS' with a checkbox for 'Include Grade Center History (increases file size and processing time)'. Below this is a section titled 'FILE ATTACHMENTS' with a description: 'Choose between copying only the links to files or the links and new copies of every file attached within the course. Click Calculate...'. There are two sections of radio button options: 'Course Files Default Directory' and 'Files Outside of the Course Default Directory'. The 'Include Grade Center History' checkbox and the radio button options are highlighted with red rectangular boxes. At the bottom, there are buttons for 'Calculate Size' and 'Manage Package Contents'. At the very 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**.

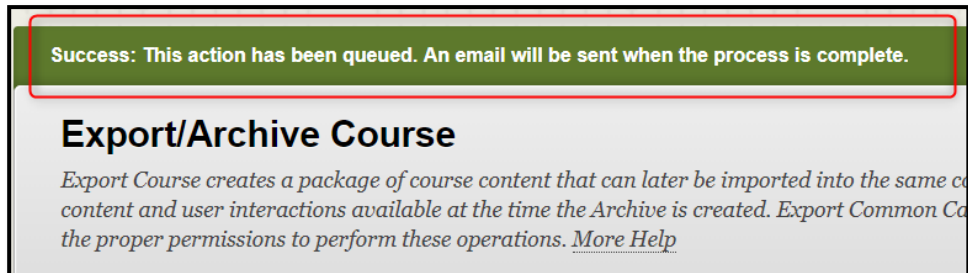
A screenshot of the 'Export Course' page. The title 'Export Course' is at the top. Below it is a descriptive sentence: 'Export Course creates a package of course content for reuse. Exporting a course includes Content, Settings, and Tools. For user records, use Archive Course. More Help'. The page is divided into sections: 'SELECT COPY OPTIONS', 'FILE ATTACHMENTS', and 'SELECT COURSE MATERIALS'. In the 'SELECT COPY OPTIONS' section, there is a field for 'Source Course ID' with the value 'PRAC-0105-102-20410-54321'. Below this is the 'FILE ATTACHMENTS' section, which contains a red-bordered box around the 'Course Files Default Directory' and 'Files Outside of the Course Default Directory' options. The 'Course Files Default Directory' section has two radio button options: 'Copy only links to course default directory files' (which is selected) and 'Copy links and include copies of the files in the course default directory'. The 'Files Outside of the Course Default Directory' section has two radio button options: 'Copy only links to files stored outside of the course default directory' and 'Copy links and include copies of the files outside of the course default directory'. Below these options are buttons for 'Calculate Size' and 'Manage Package Contents'. At the bottom of the page is the 'SELECT COURSE MATERIALS' section with a note: 'Click Submit to proceed. Click Cancel to go back.'

---

## Downloading the File

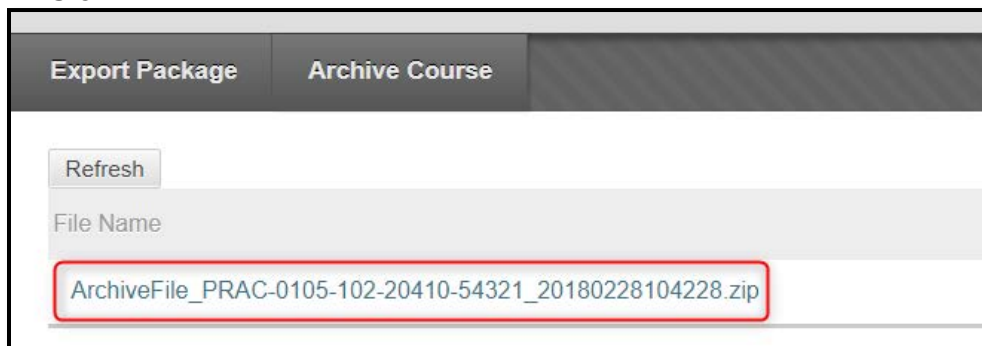
---

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.**



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.



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.**

