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This Guide Covers Both Blackboard Versions

Blackboard Learn: Archiving A Course with Student Data

The first step when trying to create an **Archive of a Course with Student Data** is to find **the Course Management** section located at the bottom left-hand side of the Course Menu. You will then move down to the **Packages and Utilities** (Figure 1) section and click on the arrow indicator (Figure 2) to open the sub-menu.
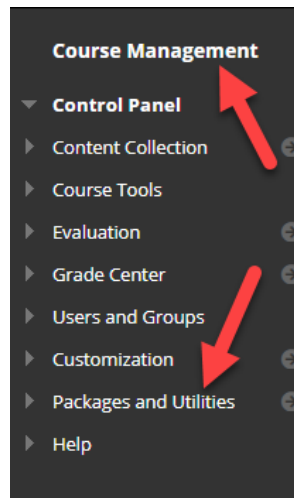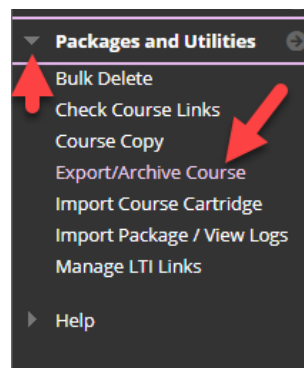

Figure 1

Figure 2

Choose the **Export/Archive Course** link to proceed to the next menu in which you will select **Archive Course**. (Figure 3)
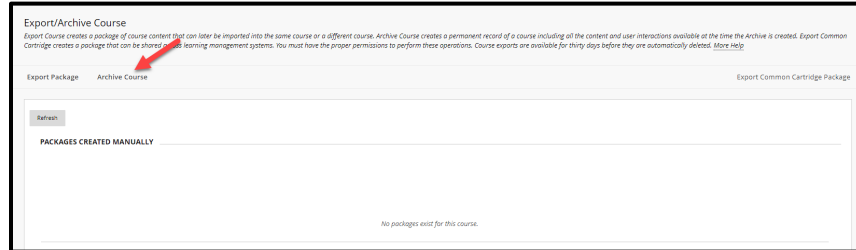

Figure 3

Once you have selected **Archive Course**, you will need to select the **Include Grade Center History** check-off box. This ensures that all student data and grades will copy intact. The **Course Files Default Directory** section requires no changes to be made, but you will need to select the 2nd radio button next to the **Files Outside of the Course Default Directory.** This will prevent any broken links and copies of the course content will remain in the default folders when copied. (Figure 4)
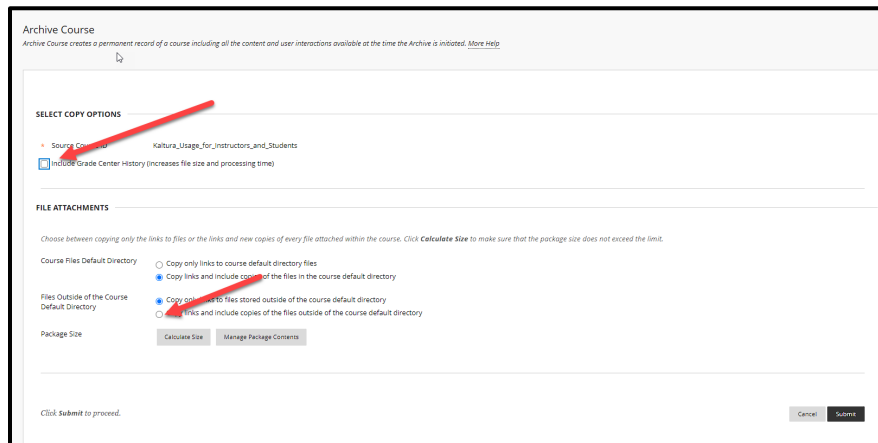

Figure 4

Next, you will proceed to select the **Submit Button** on the bottom right-hand side of the browser window. (Figure 5)

Figure 5

Once **Submit** is selected you will be taken back to the original **Export/Archive** window. If there is a large amount of data included in the archive it will take a few minutes to populate the .zip archive. By clicking **Refresh** you will see an **ArchiveFile** title appearing in front of the .zip file that has been created. This will also include the name of the course. (Figure 6)

Figure 6

You can now select the archive title to start the download to your local workstation. You will now have the option to store the file on your local hard drive, JU OneDrive storage, or removable media. (Figure 7)
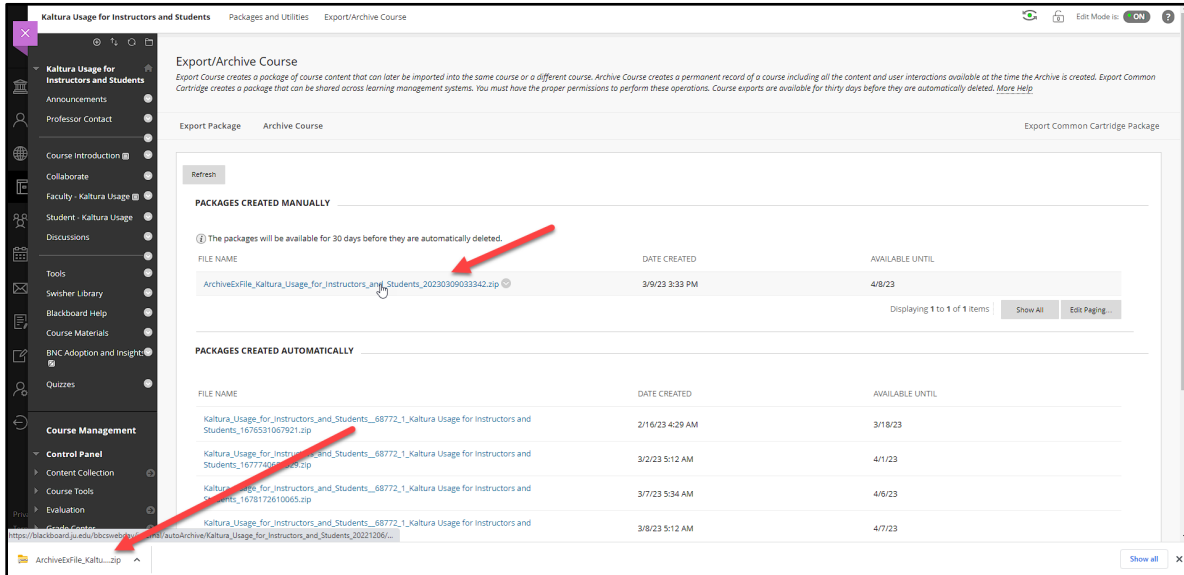

Figure 7

Blackboard Ultra: Archiving A Course with Student Data

The first step when trying to create an **Archive of a Course with Student Data** is to find **the Export Course Package** option located within the options sub-menu on the right identified by the 3 ellipses. You will select the **Export Course Package** option. (Figure 1)
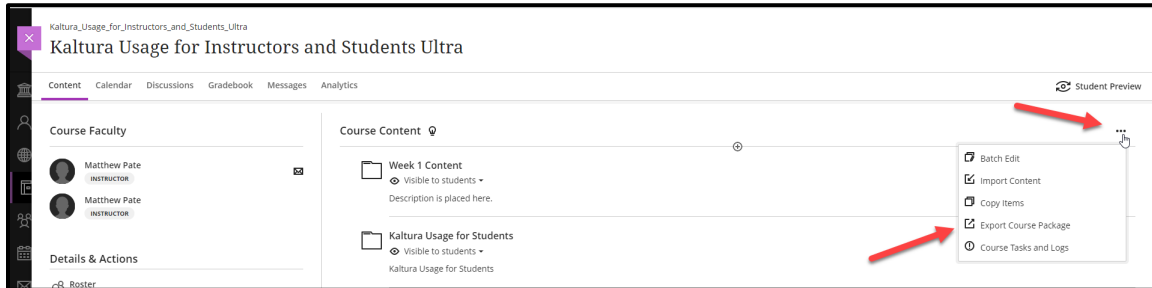

Figure 1

The menu will open on the right side of the **Course Content** window. Here you will select the export button. (Figure 2)
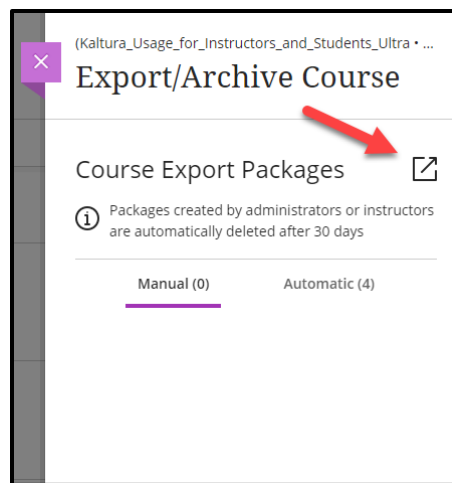

Figure 2

Once the export control is selected, you will be prompted to include the student data with a **Yes/No** selection. Choose **Yes** and the process of creating an archive .zip file will begin. (Figure 3)
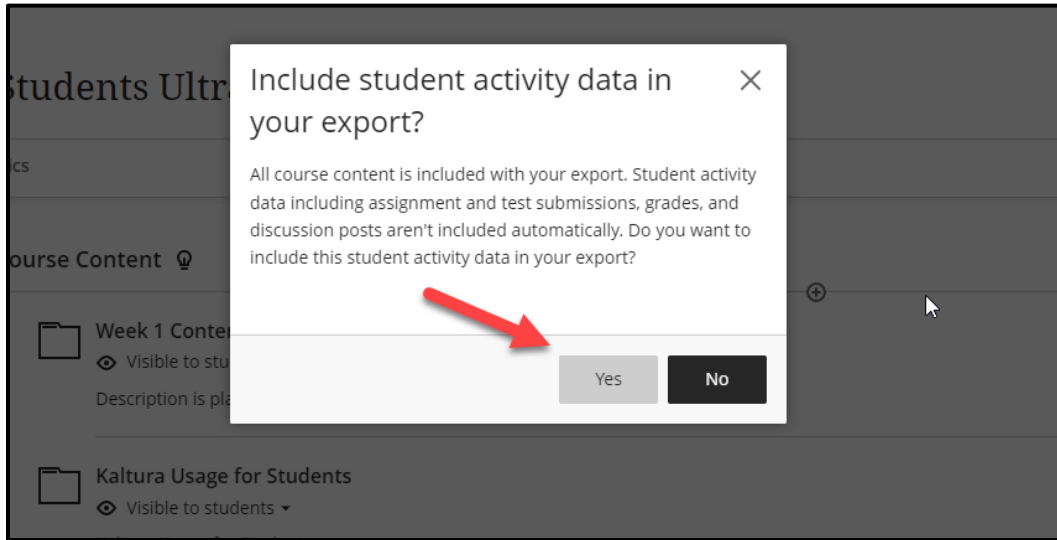

Figure 3

The progress of the archive file creation will be shown in real-time. (Figure 4)
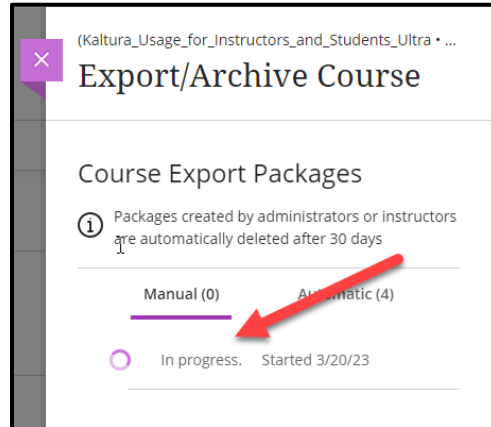

Figure 4

The package is now ready and you have the option to store the file on your local hard drive, JU OneDrive storage, or removable media. You will notice the title starts with **ArchiveExFile**. This ensures that student data has been included. (Figure 5)
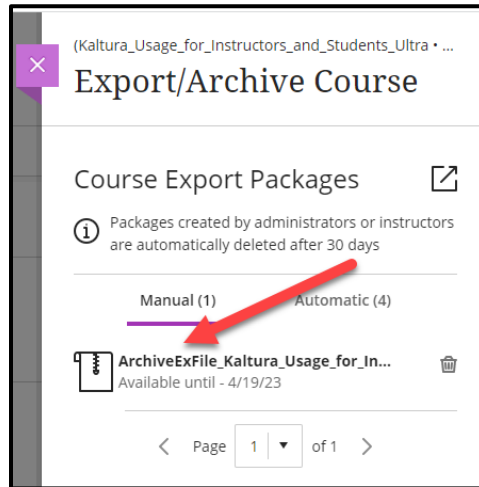

Figure 5