

MxCC Distance Learning Documentation

Archive: Back Up a Course with Students' Data

In Blackboard Learn, you may “archive” a course, backing up a course with students’ data and save the archive file to your computer. When there is a grade challenge, the archive file with students’ data can be imported to a blank course. Archiving a course with students’ data can be done after you have completed grading in the end of a semester. There are three steps involved in archiving a course with students’ data.

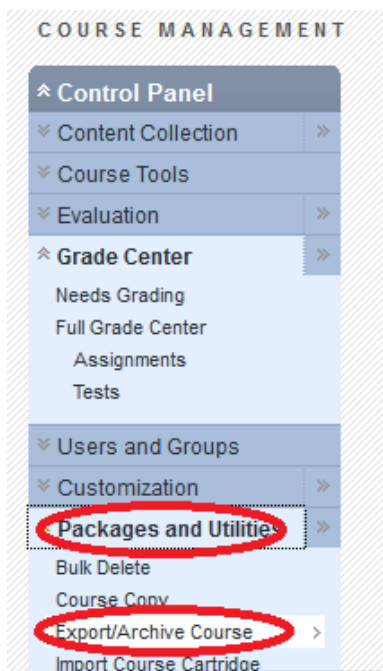
Step 1, Archive a Course.

Step 2, Download the Archive File to Your Computer.

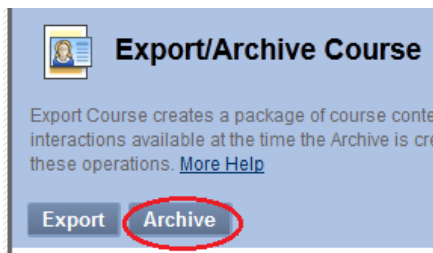
Step 3, Delete the Archive File.

Step 1, Archive a Course

- (1) In the course you would like to archive, under “Control Panel”, click “Packages and Utilities” and then click “Export and Archive Course”.



- (2) Click “Archive” button.



MxCC Distance Learning Documentation

(3) In “1. Select Copy Options”, check “Include Grade Center History”.

1. Select Copy Options

★ Source Course ID 3299.112306

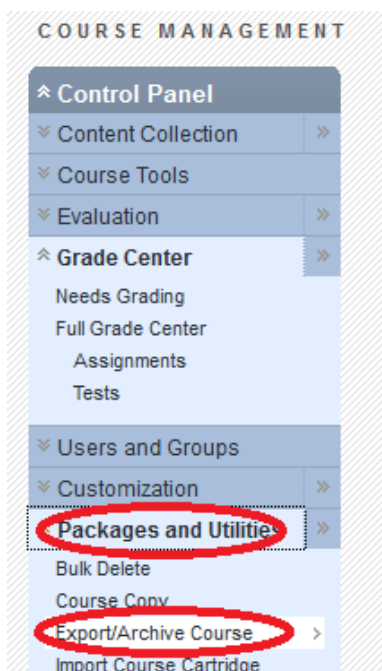
Include Grade Center History (Increases file size and processing time)

(4) Click “Submit”.

Step 2, Download the Archive File to Your Computer.

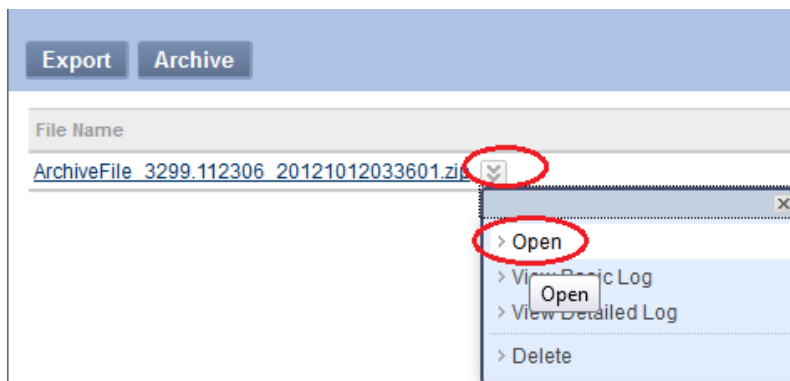
(1) Depending on the size of your course, you may need to wait for a few minutes when the archive file is ready.

(2) To see the archive file when it is ready, under “Control Panel”, click “Packages and Utilities” and then click “Export and Archive Course”.

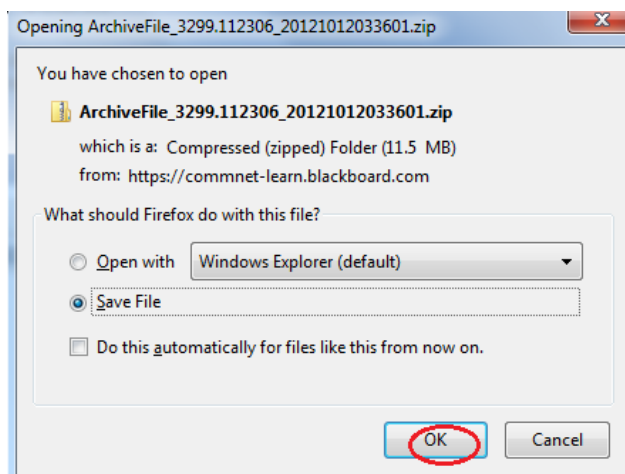


(3) Click the “Action Icon” next to the Archive .zip file and select “Open”.

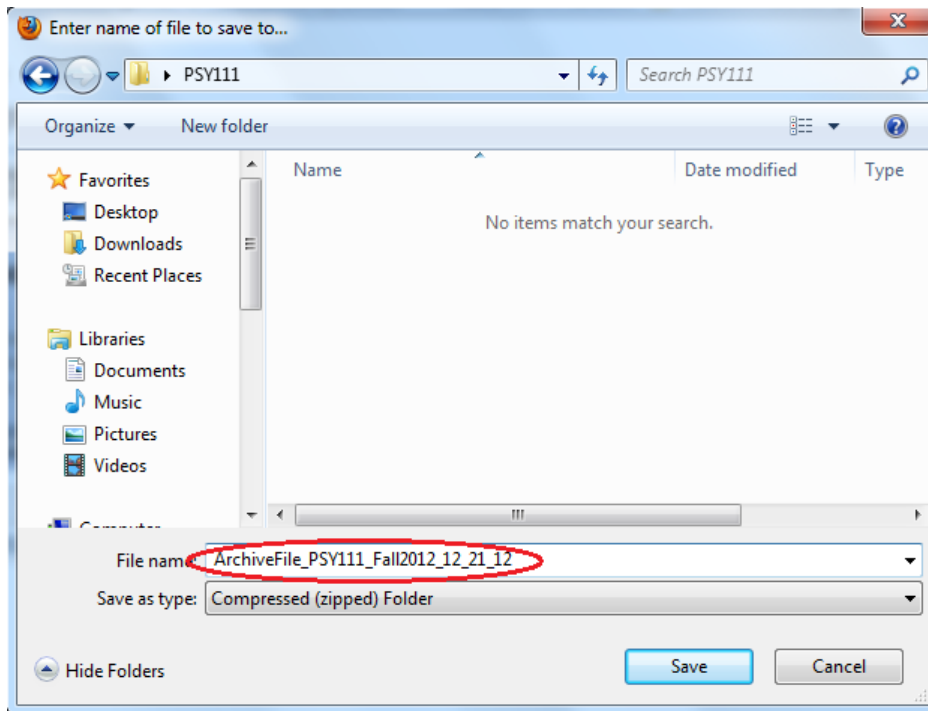
MxCC Distance Learning Documentation



(4) Check "Save File" and select "Ok".



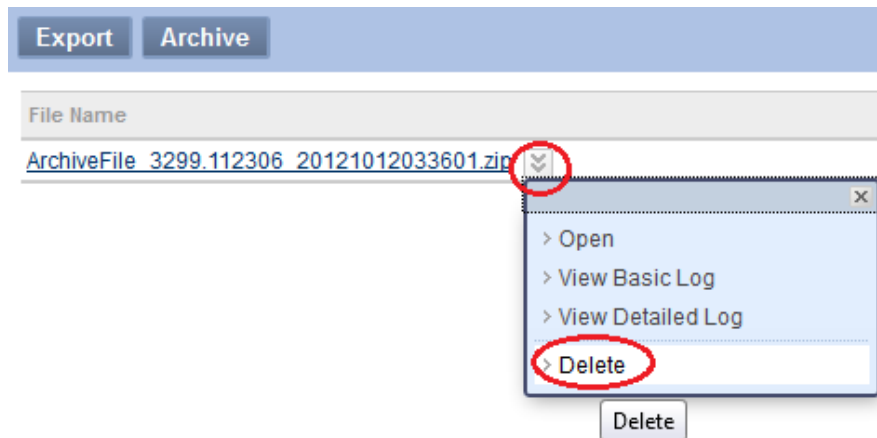
(5) Locate the directory (folder) where you would like to save the .zip file. Give a name to the .zip file. It is recommended that the file name includes the course number, semester, and date. Click "Save".



- (6) If you would like to retrieve the .zip file, you will use “Import” feature in a course in Blackboard. Refer to “ Import Content from a Course”.

Step 3, Delete the Archive File

- (1) Since an Archive file can be quite large in size, you should delete the .zip file after it has been downloaded to your computer. Click the Action icon next to the backup .zip file and select “Delete”.



- (2) Click “OK” to confirm the deletion of the .zip file.