



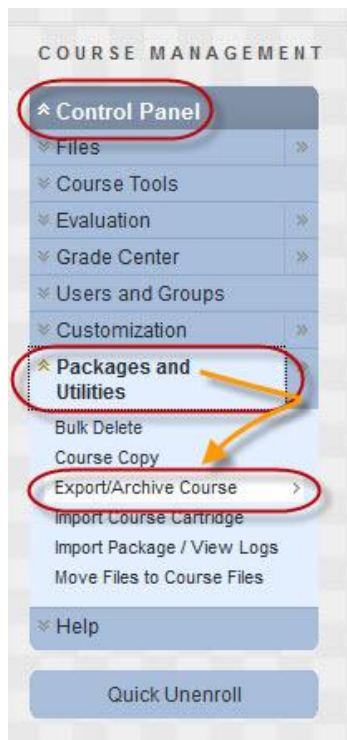
Archive and Export

Why would I Archive a Course?

Example: If you do research and need to go back to an old course to pull some data from the discussion board, then an archive of the course may be a good solution. With an archive, not only does the entire course get copied, student responses in discussion forums would also be visible. Keep in mind the responses will be anonymous if a student's account has been disabled in Blackboard due to graduation or withdrawal from the University.

Every year we purge old Blackboard courses. We do so to stay within our storage goals and business policy of keeping only *two years* of Blackboard sites in our production system. If you are interested in archiving your course(s), please follow the instructions below. It's easy!

Important: an archive is a full backup (all student and gradebook information). An "Export" is *content only*. Archived or exported Blackboard courses are .zip files and are *only useful once they are brought back into the Blackboard course environment*. **See page 2 for Export info.**



Step 1: Under the Control Panel in your Blackboard course, click Packages and Utilities > Export/Archive Course.

< See Screenshot

Step 2: Click Archive.



Step 3: Check “Include Grade Center History” if you want to save student work. Remember, if the student has graduated or left the university, their account will be disabled. Discussion threads will still be seen, but will show as “anonymous.”

Step 4: Submit. Wait for an email confirming the archive process.

Step 5: Once you receive the email, go back to the **Export/Archive Course** screen in the Control Panel to click and download the Archived .zip file to your hard drive or to a portable hard drive.

Note: The .zip file should be saved to a *secure* location (example: your Pirate Drive, *not your desktop*) due to student information. For further information on FERPA and HIPAA regulations regarding privacy:

<http://www.ecu.edu/cs-acad/registrar/FERPA.cfm> <http://www.ecu.edu/cs-dhs/hipaa/privacy/policies.cfm>

How to Export a Course:

Follow instructions as above, except choose Export instead of Archive. If you would like your course(s) saved in a secure location (e.g., you have a Blackboard course with content organized in a manner that you may want to refer to at a later date) and you don’t want to take the chance of having the course purged, choose Export. Remember, the export does not include any student assignments or student enrollments. Finally, the zip file that will be created does not open unless it is in a Blackboard environment. Contact the Blackboard team for more information.