

## Archive your Blackboard Course

Each professor is strongly encouraged to Archive (back up) their course(s) to their personal computer. Archiving a course copies all content including students, gradebooks, assignments, and discussion boards.

A course should be archived any time there are major changes and at the end for historical purposes, especially in the event of an appeal.

1. Log into Blackboard and navigate to your course.
2. On the main window click on the **Control Panel** link.
3. In the course options menu select **Archive Course**.
4. Click on the **Submit** button.
5. Right click on the link (*that reads: Click the right mouse button and select*) and select **Save Target As**.
6. The file download menu opens and you are going to select which folder on your computer (*the desktop*) to save the file to.
7. Click on the **Save** button.
8. Click **OK** and you have archived your Blackboard course.