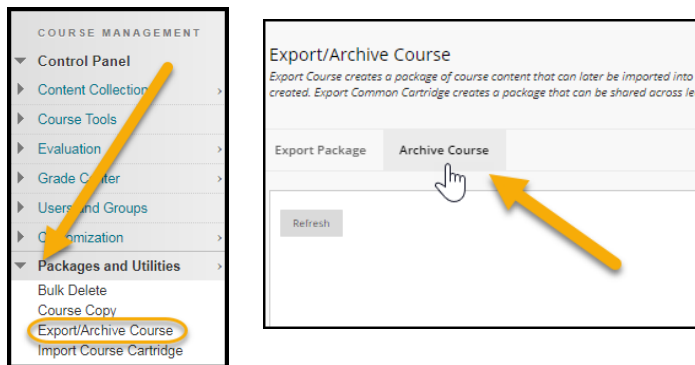


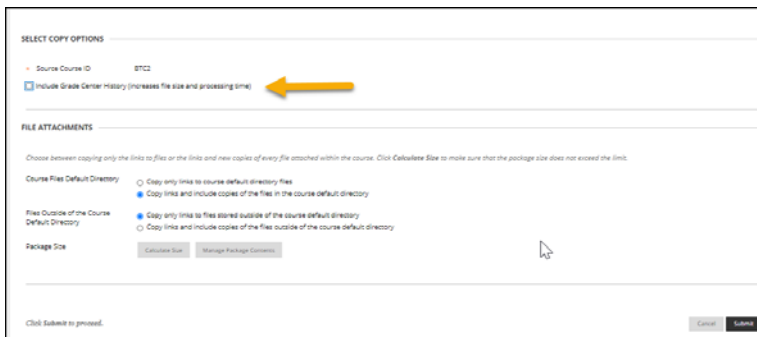
## How to Archive your Blackboard Course

Go to your **Blackboard** course.

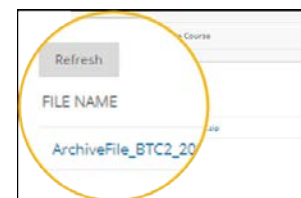
1. Locate the **Control Panel** in your menu.
2. Select the **Packages and Utilities** area.
3. Click on **Export/Archive Course**.
4. In the menu bar on the top of the Export/Archive Course area, select **Archive Package**.



5. **Select Copy Options.** If you wish to include the Grade Center History, please make sure to check the box shown below. If you wish to download the scores only for the Grade Center, please see further directions below under Download Grade Center.



6. Once the process has been complete, you will receive an email message to your @wm.edu account to let you know the process is ready to download. The email will come from [do-not-reply@blackboard.wm.edu](mailto:do-not-reply@blackboard.wm.edu).
7. After receiving the email, you will be able to go back to your course control panel in the **Packages and Utilities** area and see the archive file in the **Export/Archive Course** area. If you do not see the file, you can click on **Refresh**.
8. Click on the archive file to download and save the zip file to your computer.

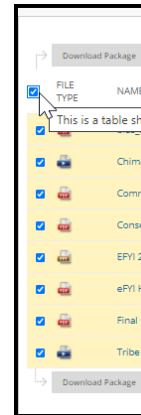
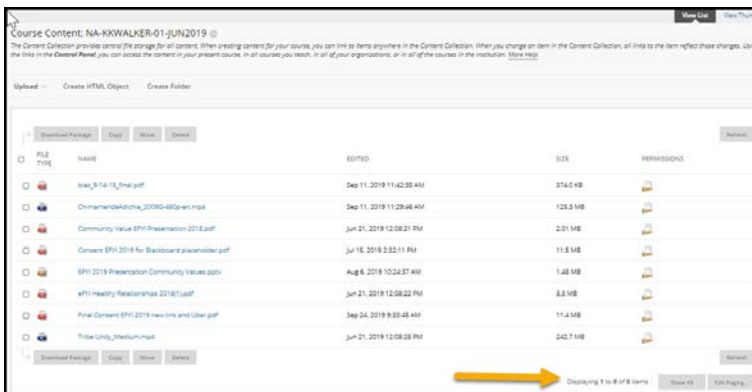
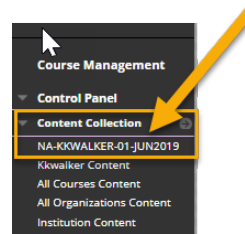


Note: This file would be used to create a new course or copy content if needed for future courses in Blackboard. For more information on Archiving your course, please visit the Blackboard Help site at [https://help.blackboard.com/Learn/Instructor/Course\\_Content/Reuse\\_Content/Export\\_and\\_Archive\\_Courses#archive-a-course\\_OTP-2](https://help.blackboard.com/Learn/Instructor/Course_Content/Reuse_Content/Export_and_Archive_Courses#archive-a-course_OTP-2).

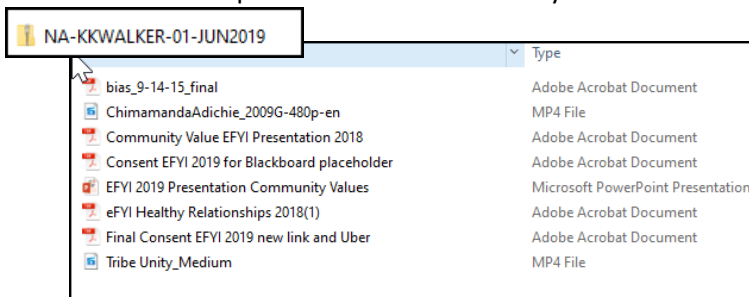
When creating a course export or archive, it is recommended the zip file not be opened as it could corrupt its contents. The archived packages are meant to be transport packages to be imported to a different course. Should instructors choose to open the zip, we recommend either downloading a fresh zip file, or making a copy before opening the file.

### How to make a copy of the Course Content Collection

1. Go to the course and locate the **Control Panel**.
2. Expand the **Content Collection**.
3. Select the **Course ID** to open the course content collection.
4. Once in the Course Content area you will be able to download a package of all the selected course files. Make sure to click on Show All or Edit Paging to list all the files before downloading. Select all the documents to save by clicking on each individual file needed or selecting all in the top column heading.



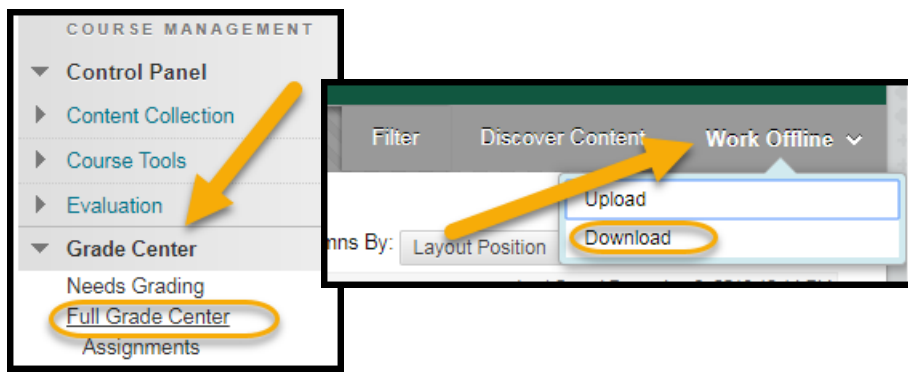
5. Click on **Download Package**. This process may take a few minutes due to the size of the package.
6. Once the download is complete, a zip file will be available for you to save to your computer or a secure location like your William & Mary box drive.
7. You will be able to open the file and extract any documents needed within this package.



## How to Download a Copy of the Grade Center Scores

Archive the course will allow you to create a permanent record. During this process, you can choose to include grade center history if needed. If you choose not to include in your archive, another option would be to download the Grade Center scores only.

1. Go to the **Control Panel** and select **Grade Center**.
2. Choose **Full Grade Center**.
3. In the top right corner of the Grade Center locate the **Work Offline** menu heading.
4. Click on the action arrow to select **Download**.
5. You can choose to download the Full Grade Center or select the data to download to your computer.
6. Click **Submit**.



This will give you an .xls or .csv file that can be saved for future reference if needed of user's scores. This will not give you access to the assignments or actual tests, just scores.