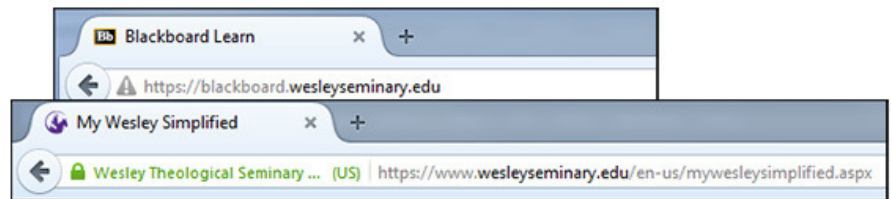


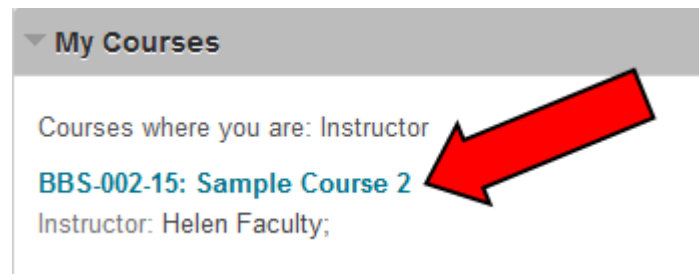
Archiving your Course

Archiving your course creates a permanent record of the course including all content and user interactions.

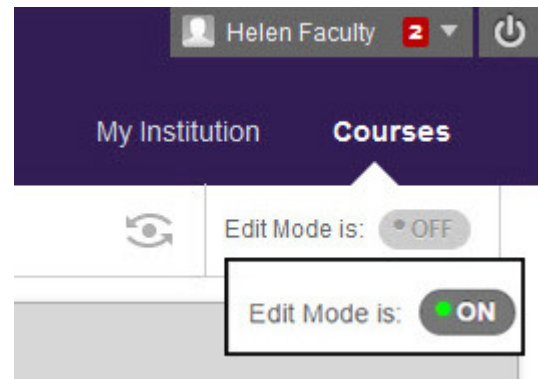
1. Navigate to blackboard then enter your username and password.
You can do this either through [MyWesley](#) or blackboard.wesleyseminary.edu



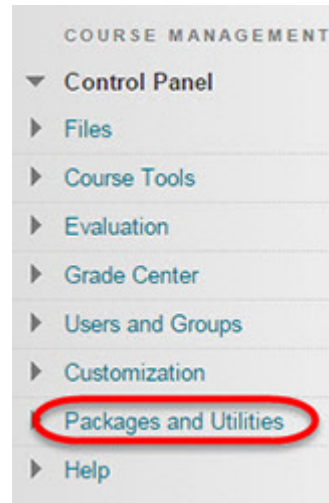
2. Enter the course you will be archiving



3. Make sure Edit Mode is in the ON position. Edit controls are in the upper right corner of the screen. IF the Edit mode shows as Off, click **OFF** once to turn it on.

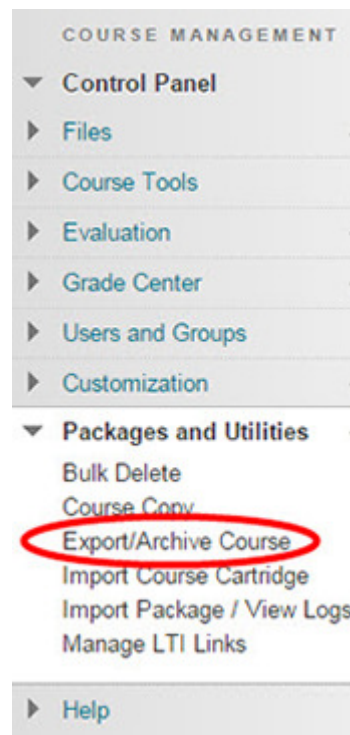


4. On the Course Management Menu in the lower left corner, click **Packages and Utilities**

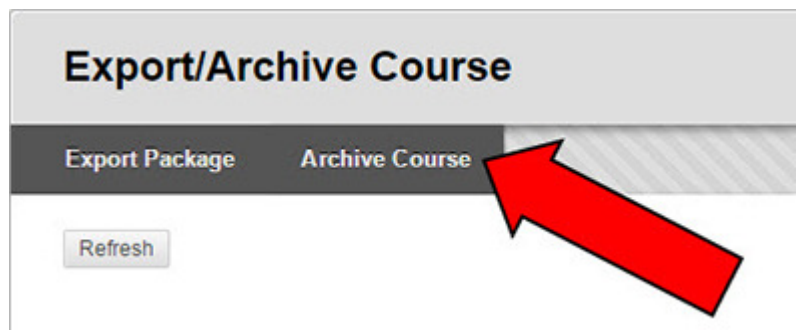


5. Then click **Export/Archive Course**


Please see Exporting Your Course for more information on Exporting.



6. Click **Archive Course**



7. Click the check box next to **Include Grade Center History**. This will include all student work and grades in the archived course file.



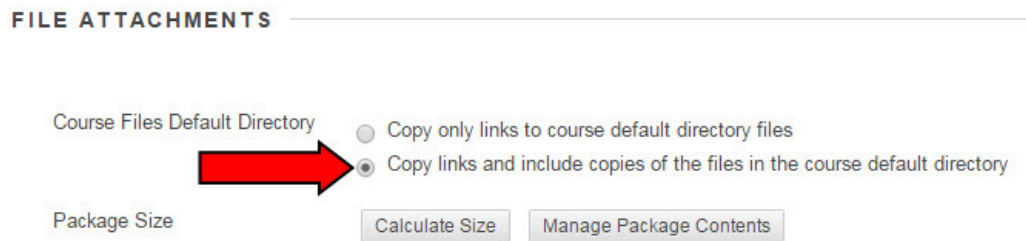
SELECT COPY OPTIONS

✖ Source Course ID WTS-001-2015S

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

8. Leave the default radio button selected.

This ensures that all material uploaded into the course is included in the archive file.



FILE ATTACHMENTS

Course Files Default Directory

Copy links and include copies of the files in the course default directory

Copy only links to course default directory files

Package Size

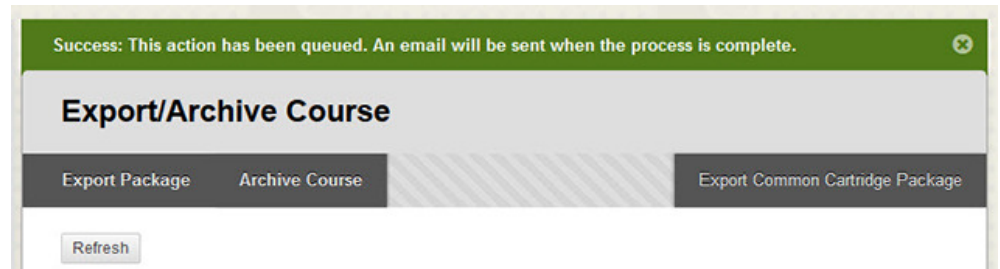
Calculate Size Manage Package Contents

9. Click **Submit**



Cancel Submit

10. You will receive a confirmation message shown at the top of the screen in green.



Success: This action has been queued. An email will be sent when the process is complete.

Export/Archive Course

Export Package Archive Course Export Common Cartridge Package

Refresh

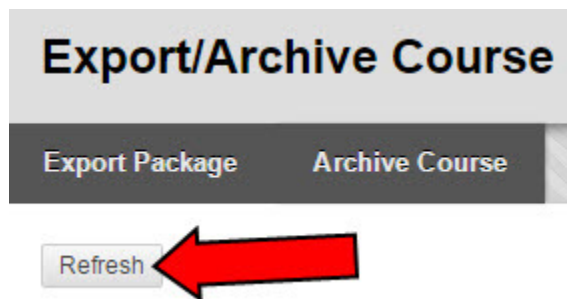
11. The following email will also be sent when the course archive is complete.

Archive: WTS-001-2015S [american.blackboard.com]
[DO NOT REPLY] Blackboard Administrator [blackboard@american.edu]
Sent: Mon 4/20/2015 12:44 PM
To: COLLINS, BERKELEY

Archive: WTS-001-2015S
The operation has completed. The file may be downloaded from the Control Panel.
The results of the process are shown below.
Status: The operation archive has completed.

12. Next, you will need to download the archived file to your personal computer or library.

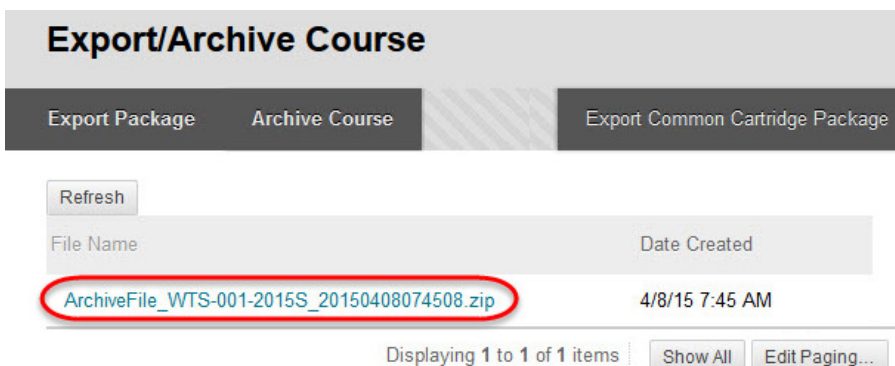
To download the file, click **Refresh**.



13. The zipped file will show under File Name.

Click once on the blue file name to begin download.

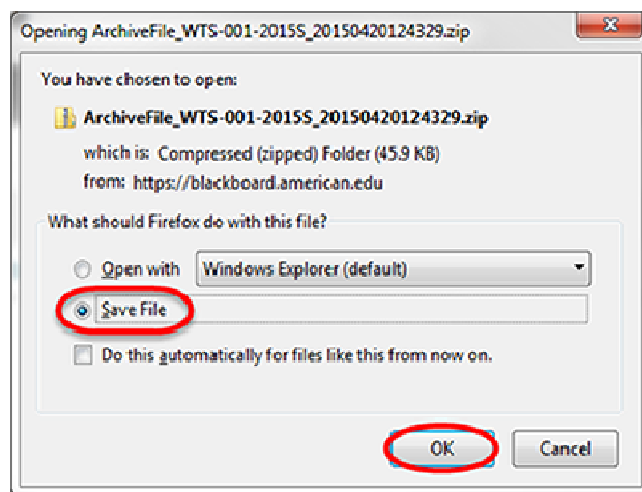
Note: This file will be in a zipped format that can only be read through Blackboard. You will not be able to open the file on your computer to see anything from your course. If you need anything from this file, please contact the Educational Technology Department for help.



14. The next steps depend upon the internet browser you are using.

Firefox is recommended.

IF you are using Firefox, the box shown to the right will pop up. Click the radio button next to Save File, then click OK.



The file will download to your computer. You should be able to find it under your *Downloads* folder on your computer.

Please do not try to open the zipped file on your computer. If you need any material from your course, please contact Educational Technology

For further assistance, please contact Educational Technology at edtech@wesleyseminary.edu