

## Archiving Your Blackboard Course

The **Archive** feature is used to make a backup of the entire course at the end of a semester. A **Course Archive** is a single compressed (zipped folder) file that you download and store locally on your system which contains all of the documents and instructor/student interactions posted in your course. If you ever need to restore some or all of the materials from your **Course Archive**, bring the archive file to the **Instructional Support Center, Carman Hall (IT help line ext 1111)** in order to have it restored to the **Blackboard** system in case of outage or loss.

1. From your **Blackboard** course, click the **Control Panel** located at the side left panel of the screen.



2. From the **Control Panel**, select **Archive Course**, located in the lower left area of the **Control Panel** under **Course Options**.



3. From the **Export/Archive Manager** screen click **Archive**.



4. On the next screen that appears, click once on the **Submit** button.

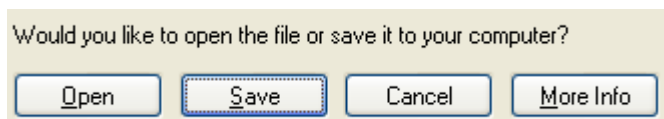
**Note:** The download may take anywhere from 1 minute to as much as 5 minutes or more to complete, depending on the amount of materials and students in the course. Do not **Cancel** or click **Submit** again.

5. Under the **File Name** column click on the link of the file with the **.zip** extension.

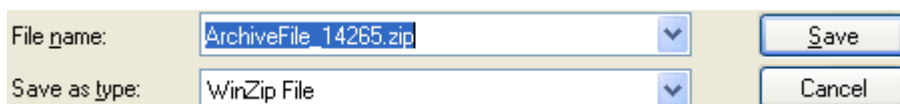


**Note:** You may need to refresh the screen in order for the **Archive File** to show up.

6. In the **File Download** message that appears, click on the **Save** button.

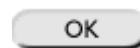


7. In the **Save As** dialog box, double-click on **My Documents** (or another location of your choosing), then click on the **Save** button.



**TIP:** It is a good idea to change the name of the archive file to reflect the course's name and the semester and year of the course, which will make it easier to identify the archive should you ever need it again.

8. Click on the **OK** button to return to the **Control Panel** of your course.



### **Blackboard Online Preventive Measures for Downtime and/or Information Loss**

Blackboard is a large, integrated system, and all such systems do have unscheduled down time, however unusual and short-lived. Furthermore, there is no CUNY or Lehman College policy to restore courses in which all or part of the content is deleted, damaged or otherwise becomes inaccessible. Therefore, faculty and students (as all users) are strongly urged to keep an electronic backup of all the work they have submitted. Archiving your course is a part of this process.

Be sure to have on hand your **students' email addresses** in case of any system failure: in such a case you should check the Blackboard link on the Lehman home page for the latest information on service interruptions and email your students to provide specific instructions, should they be required.

**For help with Portal/Blackboard Username or Password problems:**

visit the Lehman HELP DESK in the IT Center in Carman Hall - [click for map](#) (or call x1111). Off campus: (718) 960-1111

**For videos and up-to-date Blackboard status information:**

<http://www.lehman.edu/academics/blackboard/index.php>