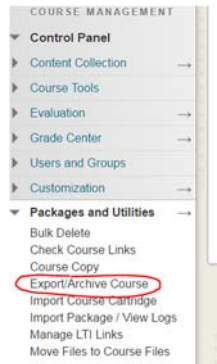


How to Archive Blackboard Course Site

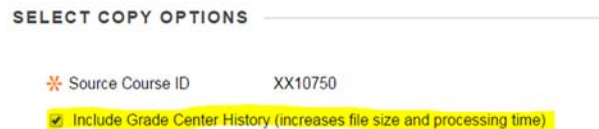
1. Log into Blackboard and proceed to your course site
2. Click to expand the *Packages and Utilities* section of your Control Panel, then Select **Export/Archive Course**



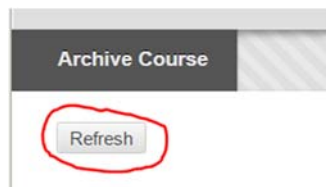
3. Click the **Archive Course** button in the top left hand corner of the window.



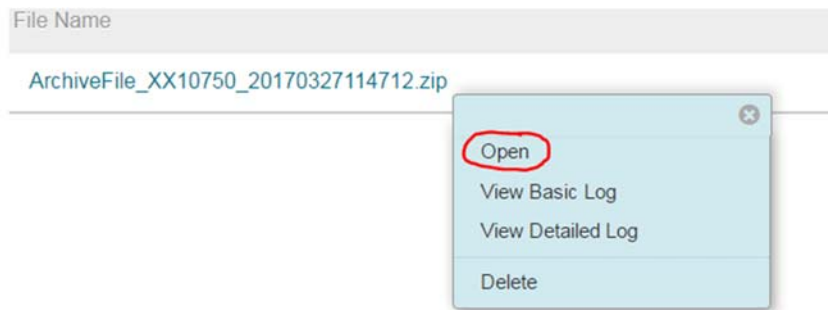
4. Check the box "Include Grade Center History", then click **Submit**.



5. When you receive email that the process has been complete click **Refresh** on the blackboard course page. (Export/Archive Course section)



6. Click the grey arrow next to the file and click **Open**.



7. Once the file has been downloaded save it to your desktop computer.