

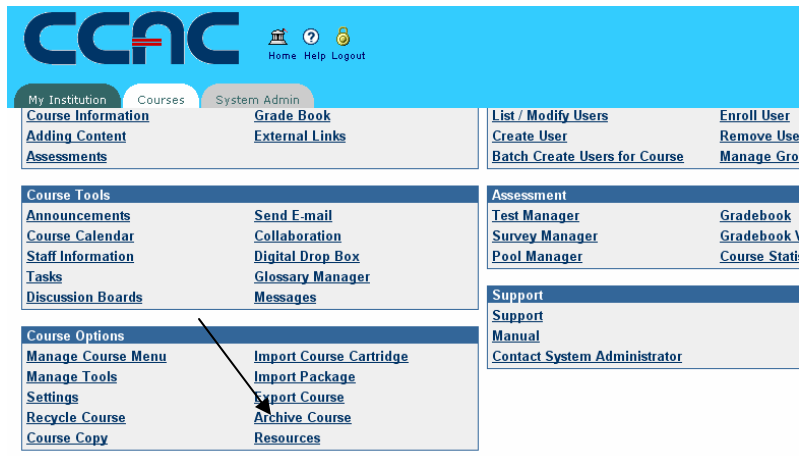
# Archiving (saving) a Blackboard Course Site

## Archiving (saving) a Blackboard Course Site

Archiving a Blackboard course site saves an exact copy of a course site. The Archive File works as a snapshot of the course site saving all attributes in the course site including: users, gradebook items and settings, discussion board threads, digital drop box items and more. Course sites should be archived frequently and on a regular basis.

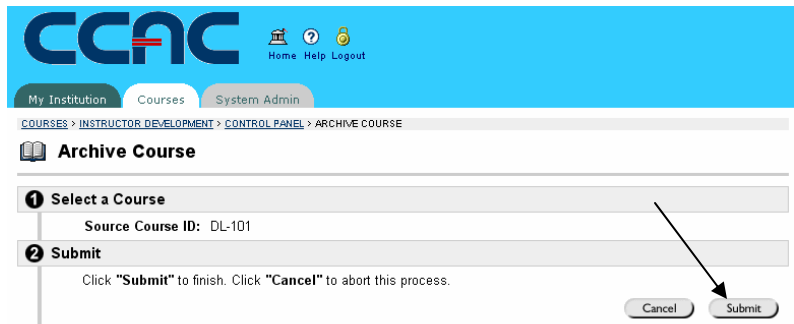
In the Course Options module of the Control Panel is the link to Archive Course. The Archive Course option can be used at any time during the course site's life cycle. Click on the Archive Course link to begin.

1. Click **Control Panel**
2. Click **Archive Course** in the *Course Options* module



3. To begin the Archive process, click the **Submit** button

(The archive process can take anywhere from a few seconds to a few minutes depending on the size and complexity of the course site)



- To download the Archive File, click the "Click here to download the generated package file" link

The *Archive Log* displays an abbreviated log of any errors

- To view the complete archive log, click "Click here to view the detailed log file"

- The **Detailed Log** file details any errors that the system occurred while archiving the course site and statistical data about the archive of the course site.