

# Backup Courses

**Export Package** creates a package of course content that can later be imported into the same course or a different course. **This includes all course content and does NOT include student data.**

**Archive Course** creates a permanent record of a course including all the content and user interactions available at the time the Archive is created. **This includes all course content and also includes student data.**

1. In the **Control Panel** under Course Management, expand **Packages and Utilities**.
2. Select **Export/Archive Course**
3. Choose either Export Package or Archive Course depending on what information you would like to keep.

## Export Course:

3.1 Select the content that you wish to include in the export. Click Submit.

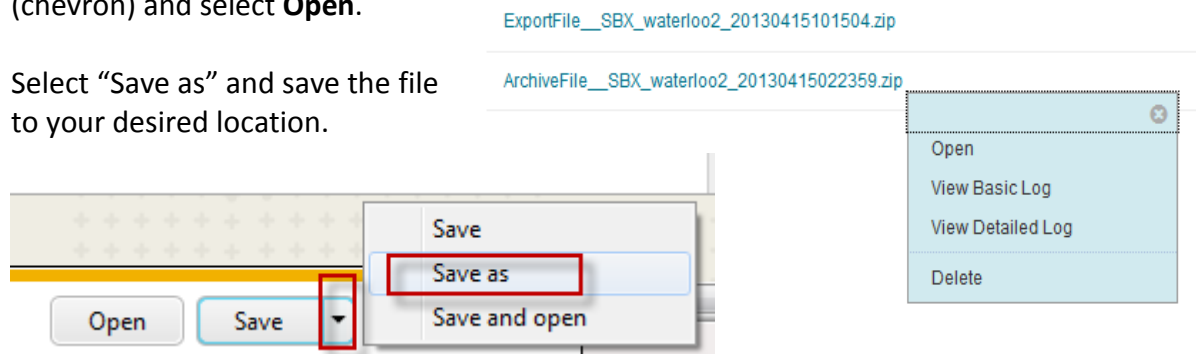
## Archive Course:

3.1 Choose whether or not to include Grade history. Click Submit

4. If your request was successful this message will appear at the top of the Blackboard screen.

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

5. When the process is complete you will see the file. Click the drop-down menu (chevron) and select **Open**.
6. Select "Save as" and save the file to your desired location.



For more help on using Blackboard 9.1 go to <http://tinyurl.com/csng4wk> or visit the Blackboard On Demand site at <http://ondemand.blackboard.com/>