

## NECC Blackboard Learn 9.1

To archive a course:

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1. Under **COURSE MANAGEMENT**, select **Packages and Utilities** -> **Export/Archive Course**
2. Select **Archive**
3. Under **Select Copy Options**, check the box for **Include Grade Center History**
4. Press **Submit**

When the archive process is complete, you will receive a confirmation email. Even though you received the email, **you must wait at least 30 minutes** before you complete the next steps. If you do not wait – the full course may not be archived.

5. Return to the **Export/Archive** screen. (click **Packages and Utilities** and **Export/Archive Course**)
6. **Left click** on the archive file link and save the.zip file to your desktop or flash drive.