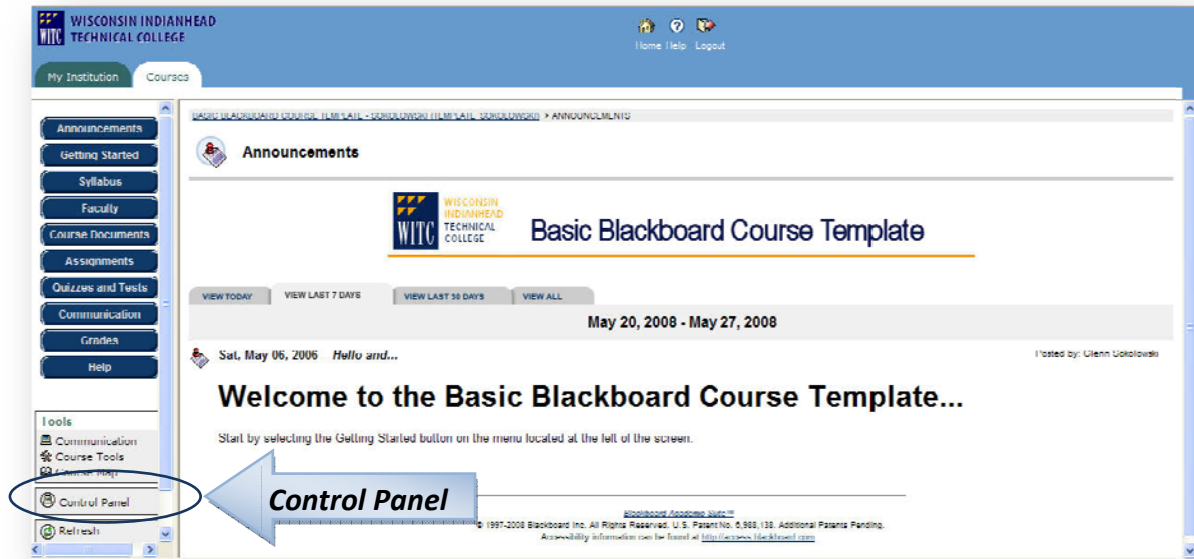


Archiving a Course to Import into the New Template

To archive a course to import into the new template at a later date, you will need to:

- ✓ Enter your Blackboard course and clean up unnecessary information and files. Making sure that all unnecessary data is removed will minimize cleanup after it is imported into the new template.

Please follow all of the instructions provided to ensure success at the end of this tutorial.



How to Archive a Course:

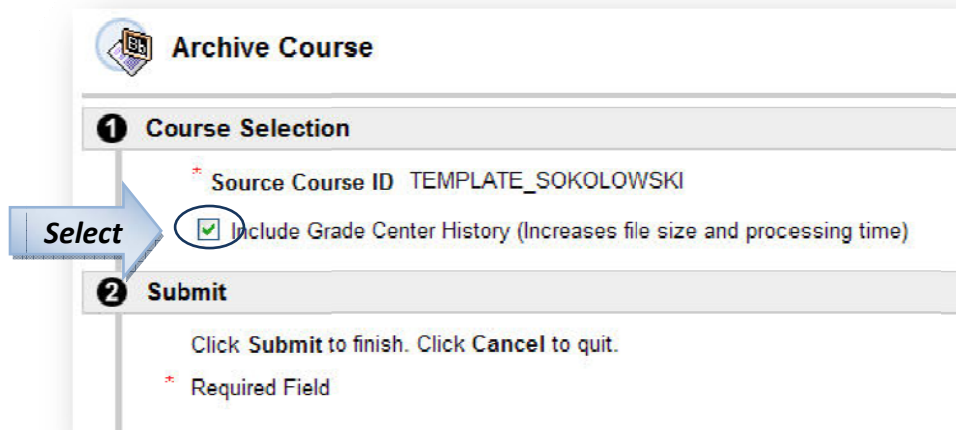
- ❑ Access the **Control Panel** and under **Course Options**, select **Archive Course**



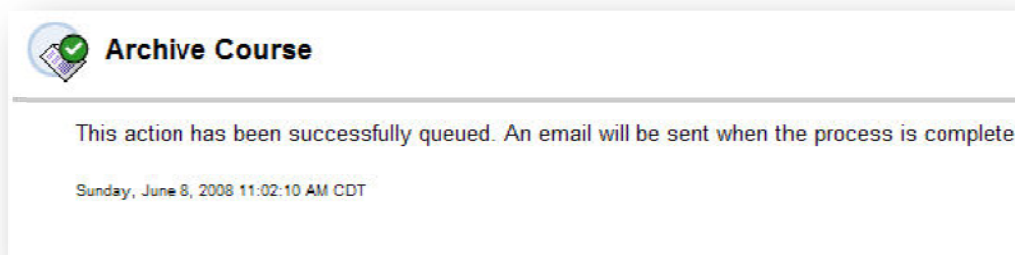
- If no packages exist, you must create one. To do this, select the Archive link.



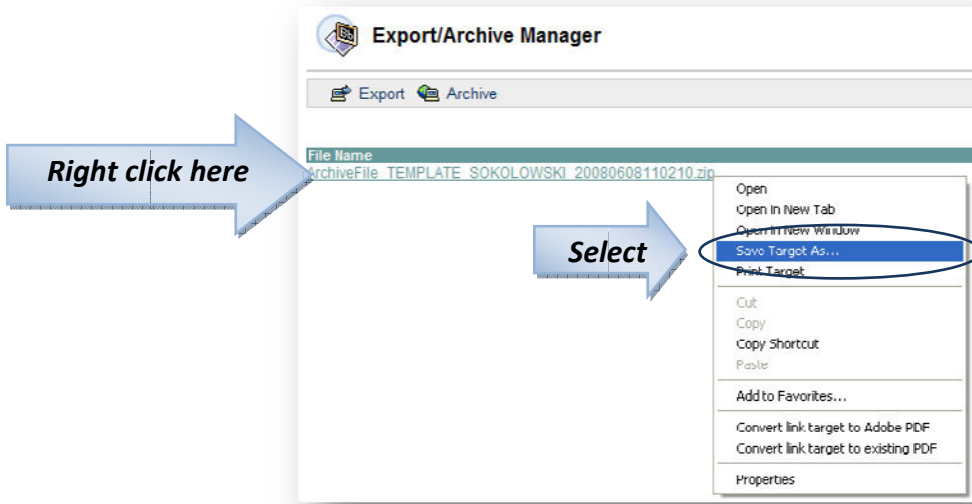
- If you wish to include the Grade Center History, select the box to check it.
- Click Submit to complete this task.



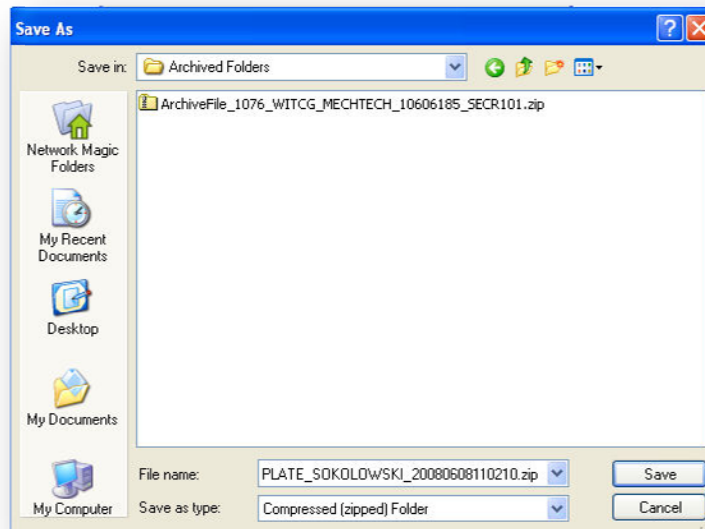
- ***The process may take some time to complete, so please be patient.*** A message similar to the one shown below will appear confirming that the process has been queued (prepared for processing). An email will be sent to your WITC email account to confirm when the process is complete.
- Click Submit to complete this task



- Next, right click on the newly created file name and select “Save Target As.”



- Save this archive file on a flash drive or other storage media, as shown below.
- Finally, select OK in the Blackboard window, to complete this task
- This archived course is now saved and can be imported into the template shell at a later date



This completes the Archiving a Course to Import into the New Template tutorial.