



Blackboard Course Archivals and Deletions

Canvas, our new Learning Management System will go live Fall 2023. We are archiving all Blackboard courses. On July 1, 2022 we will remove courses from 2012 - 2018 from the current Blackboard environment but they will be available for you to retrieve by submitting a service request ticket through our Help Desk Support Portal. You may also archive them yourself until July 1, 2022 by following the instructions below. Courses from 2019 to present will remain on the Blackboard environment until further notice.

If you would like to archive your own course, please follow the instructions below:

1. *Login* to Blackboard.
2. *Navigate* to **My Courses**.
3. *Select* the course you wish to export.
4. *Click* **Packages and Utilities** under the Course Management in the left menu.
5. *Click* **Export/Archive Course**.
6. *Click* **Export Course**.
7. *Click* the box to select all content.
8. *Click* **Submit**.
9. You will get the following notification: "Success: This action has been queued. An email will be sent when the process is complete."
10. You can either *click* **Refresh** on the Export/Archive Course page if you are there or you can go back to that page
11. *Click* the link to download the archive of the course.

The .zip file will download to your computer. ***DO NOT UNZIP BLACKBOARD ARCHIVE OR EXPORT ZIP FILES.*** These files must remain zipped in order to be re-uploaded to Blackboard.

Thank you for your patience and cooperation during this transitional period.

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