

Archiving your Blackboard Course

Archiving material is the best way to store your course resources for future use.

Here is how to Archive your course site:

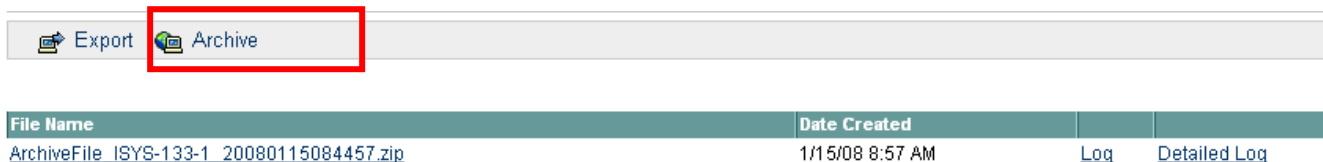
1. Go to Blackboard site: <http://blackboard.tlu.edu/>
2. Click the link to your course site (in My Courses) column
4. Control Panel
5. In Course Options category click Archive Course link as shown on the image below



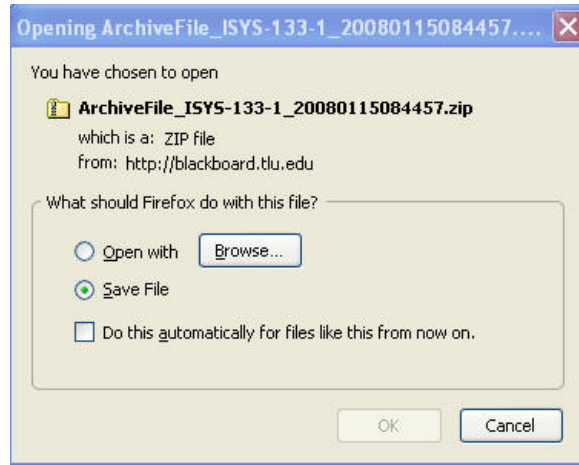
6. A new window will open.....select Archive



7. A notification will be sent to your TLU e-mail account when the process is complete.
8. Repeat steps 4-5 to go back to Archive page file link as seen below:



9. Click the link to **Save** the file to your "Y" or "I" drive or other external drive (e.g. usb/thumb/memory stick drive)



9. Please email ishelp@tlu.edu if you need further help.