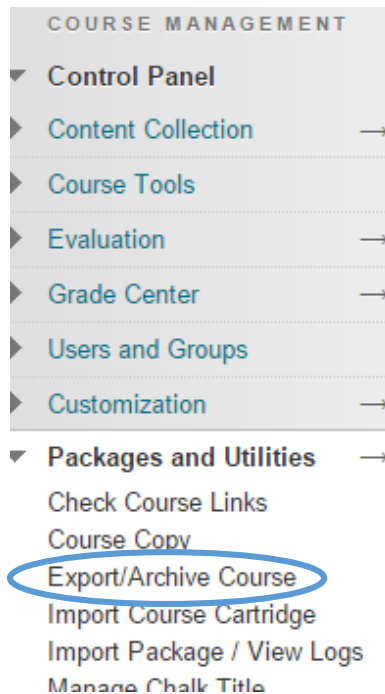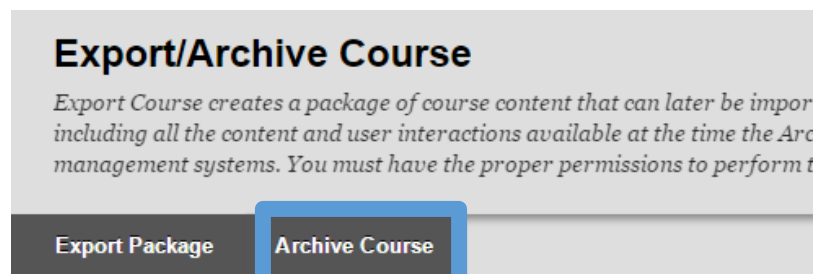# How-To Archive Your Course

Storage space for Blackboard courses is limited, so older courses are systematically deleted when new ones are created. Once removed, courses cannot be retrieved without an export or archive file. An archive file preserves student activity, grades, and submissions as well as course content.

- o Under the Control Panel, navigate to *Packages and Utilities* > *Export/Archive Course*.

- o Select **Archive Course**.
- o Check the box to *Include Grade Center History*.