

## **To Archive a Course**

### **Blackboard 6.2**

1. Login to Blackboard
2. Enter the course you would like to archive
3. Navigate to the Control Panel
4. Click Archive Course from the Course Options Menu
5. Click Submit on the next screen
6. Right Click on the link entitled "Click the Right Mouse Button and Select Save As."
7. Click Save Target As from the menu that appears when you right click the link in step 6
8. Choose the location to save the archived file to
9. Name the file
10. Click Save