

Archive Process for BBL. This process should be done often. Please archive Masters. Archive CRN masters at the end of each semester along with a separate copy of the gradebook.

1. Go to Control Panel > Packages and Utilities > Export/Archive course
2. Click on "Archive course" in action bar > recommend leaving default selections alone, but you can decide that for yourselves > Submit.
3. While in BB, Click Refresh periodically and wait for the zip file title to show up. Don't have to babysit it though, can come back later.
4. Do NOT click on the name of the file and try to open it- it will damage the file and you have to start again.
**Either R-click on link and select "Save link/target as" OR click drop down arrow, select "Open", and then in Firefox select "Save as" in the pop-up, and in Chrome it should automatically take you to a location to save it. (I right clicked on the file name and used Save As)
5. Once it has been securely saved, come back to course and use drop down arrow to delete the file.

(Steps sent by email from ABerger on 7/22/2015) (Revised by SWilson on 5/10/2016)