A GUIDE TO SAVING YOUR OLD BLACKBOARD COURSES

CUNYSPH

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As part of our ongoing efforts to improve the learning experience and manage our digital resources effectively, the CUNY School of Public Health (SPH) Office of Online Learning would like to remind you about an important upcoming deadline regarding Blackboard course access.

On December 18, 2025, access to older Blackboard courses will be discontinued. This means you will no longer be able to directly access course content, student submissions, grades, or any other data within those courses.

To ensure you retain important course materials, we strongly recommend archiving your courses *before* this deadline. This document provides a step-by-step guide to help you through the process.

Step-by-Step Guide to Exporting Your Blackboard Course

Follow these instructions to create an archive of your Blackboard course:

1. **Navigate to the Courses Tab:** Log in to Blackboard and go to the 'Courses' tab. Locate the course you wish to archive.
2. **Access the Control Panel:** In the course menu on the left-hand side, find the 'Control Panel' section. If the menu is collapsed, click the arrow to expand the menu.
3. **Open Export/Archive Course:** Under 'Control Panel', click on 'Packages & Utilities', then select 'Export/Archive Course'.
4. **Initiate the Export:** On the 'Export/Archive Course' page, click the 'Export Package' button.
5. **Select Course Materials:**
   - Under **Select Course Materials**, choose the course materials you would like to export.
   - Click *Select All* to back up everything.
6. **Submit the Export:** Scroll to the bottom of the page and click 'Submit'.
7. **Download the ZIP File:**
   - Return to 'Control Panel' > 'Packages & Utilities' > 'Export/Archive Course'
   - When your export package is ready, it will appear as a clickable link under 'Packages Created Manually'.
   - Click on the filename to download the .ZIP file to your computer.
8. **Save to Cloud Storage:** It is *strongly* recommended to save the .ZIP file in a secure cloud location, such as *Google Drive*, *OneDrive*, or *Dropbox*. It's also recommended to keep a backup on an external drive.

Contact Information

If you have any questions or require assistance with the archiving process, please do not hesitate to contact the CUNY SPH Office of Online Learning. We are here to help!

For Faculty Support:

- Email: OLHelp@sph.cuny.edu