Course Archive & Purge How To's

The following page gives step by step instructions on how to navigate the Course Archive & Purge feature for Instructors and Domain Administrators.

- How to Access the "Course Archive" Tab
- Archive Review
  - How to View Courses Eligible for Archiving
  - Navigating the Page
  - How to Filter Results
  - How to Sort Results
  - Paging
  - Completing an Archive Review
    - When to Review Courses Eligible for Archiving
    - How to Archive a Course
    - How to Defer a Course from being Archived
- Restore Courses
  - How to Request a Course Restore
  - Viewing Courses Eligible for Restore
  - Requesting a Restore
  - Navigating the Restore Page

How to Access the "Course Archive" Tab

Login to Blackboard and go to the "Faculty/Staff" tab:

Click "Course Archive":

![Course Archive](image-url)
Make sure to agree to READ (so you know what you're agreeing to) and agree to the archive terms, check the box, and click submit:

By clicking submit, you will be directed to the "Archive Review" tab, and see the list of courses eligible to be archived.

Archive Review

How to View Courses Eligible for Archiving

Click the "Archive Review" button to display a list of courses eligible to be archived.
Navigating the Page

How to Filter Results

- "Contains" should yield courses containing the search term.
Example: The following results are filtered by using “Course Name”, “Contains”, and “General Biology I”. Notice how the results include “General Biology II” as it contains “General Biology I” in the title.

### How to Sort Results

Clicking on the column headers (Course ID, Course Name, Term, Archive Deferred) will sort the results by that field. The column headers circled below can all be sorted by clicking on their names.

### Paging

Page direction can be found at both the top and bottom of the pages.
Clicking “Show All”, in this case, would allow the user to see all 65 items.

The double arrow takes you to the first or last page (respectively), the single arrow takes you to the previous or next page (respectively).

Completing an Archive Review

When to Review Courses Eligible for Archiving

Archive Reviews can only be completed during the given archive review period. This archive review period will be noted at the top of the Archive Review page.

You are not able to take action unless the review period is open.

How to Archive a Course

Don’t do anything! If you’re okay with all of courses being archived, there is nothing left to do. These courses will automatically be archived.

How to Defer a Course from being Archived

First, use the check box to mark which course(s) you’d like to defer from this archive period.

Next click the "Defer Archive" button at either the top or bottom of the list.
You'll see a confirmation message that your course(s) will not be archived after this review period, as well as a green check mark in the row of the deferred course:

**Restore Courses**

A reminder that archived courses may be restored for a limited amount of time during the one year period that the courses are archived. Courses that have been purged may NOT be restored.

**How to Request a Course Restore**

**Viewing Courses Eligible for Restore**

Click the "Restore Courses" tab, and you'll have access to all of your courses that have previously been archived.
Requesting a Restore

Here are the steps to request a restore. Without performing ALL of the following, your request will not be processed:

1. Select the corresponding radio button to the course you’d like to request to restore.
2. Select how many days you’d like that course restored for. The options are 15, 30, or 45 days.
3. Give a reason why you need this course restored.
4. Click the “Request Restore” button, located either at the top and bottom of the page.

Navigating the Restore Page

Go to the “Restore Courses” page.
Filter by the course status by moving the statuses (Archived, Purged, Restore Requested, Restored) between “Statuses to Exclude” to “Statuses to Include”.

Then click on “Go” to register filters.