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.

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How to Access the "Course Archive" Tab

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

Click "Course Archive":

[Image of Blackboard dashboard with "Course Archive" tab highlighted]
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

<table>
<thead>
<tr>
<th>Archive Review</th>
<th>Restore Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>This archive review period is open from 05/11/2018 to 05/12/2018.</td>
<td></td>
</tr>
<tr>
<td><strong>Search</strong> Course ID</td>
<td>Contains</td>
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</tr>
<tr>
<td>- Defer Archive</td>
<td>Equal to</td>
</tr>
</tbody>
</table>

- "Contains" should yield courses containing...
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.
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:

**Archive Review**

Please review carefully the list of courses to be archived. You should only defer a course from being archived if you truly need it. Courses that are archived will be removed from Blackboard when the archive review period ends.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Term</th>
<th>Archive Deferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS 202 161 01 FA18</td>
<td>AS 202 161 01 General Biology I</td>
<td>FA18</td>
<td>✓</td>
</tr>
<tr>
<td>AS 202 161 01 FA12</td>
<td>AS 202 161 01 General Biology I</td>
<td>FA12</td>
<td>✓</td>
</tr>
<tr>
<td>AS 202 161 02 FA12</td>
<td>AS 202 161 02 General Biology I</td>
<td>FA12</td>
<td>✓</td>
</tr>
<tr>
<td>AS 202 161 02 SP09</td>
<td>AS 202 161 02 General Biology II</td>
<td>SP09</td>
<td>✓</td>
</tr>
<tr>
<td>AS 202 161 02 SP11</td>
<td>AS 202 161 02 General Biology II</td>
<td>SP11</td>
<td>✓</td>
</tr>
<tr>
<td>AS 202 161 02 SP12</td>
<td>AS 202 161 02 General Biology II</td>
<td>SP12</td>
<td>✓</td>
</tr>
</tbody>
</table>

**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.**

Note: we expect restore requests to be typically processed within one working day.
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.