To optimize server space, Blackboard courses will be archived and removed from the system routinely. Instructors who wish to save (export) copies of their courses for their own records should do so before the dates shown in the schedule below:

Term & Course ID	Archiving/Removal Start Date
Spring 2010 **(201020)** Summer 2010 **(201030 & 201040)**	September 15, 2012
Fall 2010 **(201110)**	December 15, 2012
Spring 2011 **(201120)** Summer 2011 **(201130 & 201140)**	September 15, 2013
Fall 2011 **(201210)**	December 15, 2013
Spring 2012 **(201220)** Summer 2012 **(201230 & 201240)**	September 15, 2014
Fall 2012 **(201310)**	December 15, 2014
Spring 2013 **(201320)** Summer 2013 **(201330 & 201340)**	September 15, 2015
Fall 2013 **(201410)**	December 15, 2015
Spring 2014 **(201420)** Summer 2014 **(201430 & 201440)**	September 15, 2016
Fall 2014 **(201510)**	December 15, 2016

To save a course, go the course **Control Panel > Packages and Utilities > Export /Archive Course > Export**. A .zip file will be created. Save the file to an external storage device (e.g. hard drive, flash drive, DVD).