# Save/Download All Files

Use this option if you want to save all files in your course.

Note: These instructions will not save content on pages within Blackboard courses. You may want to consider saving page content (e.g. announcements, weblinks, assignment instructions and discussion board posts) as web pages, print to PDF, or, alternatively, by copying and pasting into Word.

We recommend that you do not delete/change content in your Blackboard course while retrieving material, so that the final archive contains all course content.

1. Log in to Blackboard at https://myuni-blackboard.adelaide.edu.au and open your Blackboard course.
2. Go to **Course Management > Control Panel** and click the ⌄ next to **Files**
3. Select your course
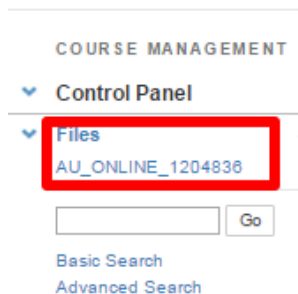
4. The **View List** page displays all files in your course. Scroll down to click on **Show All** to show all files on one page.

5. Identify the files you wish to save. Either select individual files or check the tick box at the top of the list to select all Files. Click on **Download Package**.
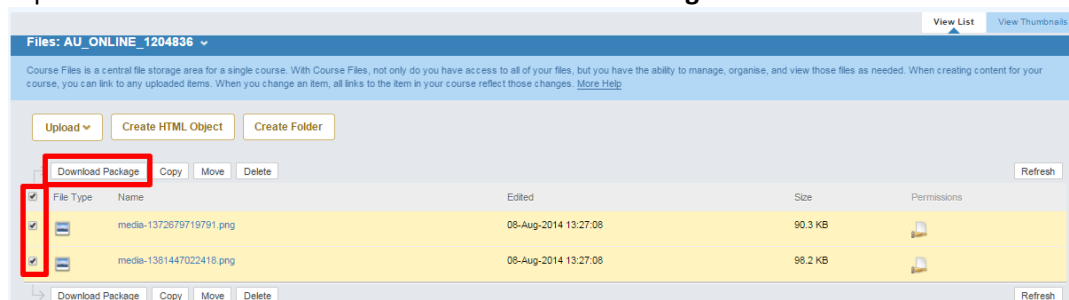
6. A .zip file will save to the Downloads folder on your computer.
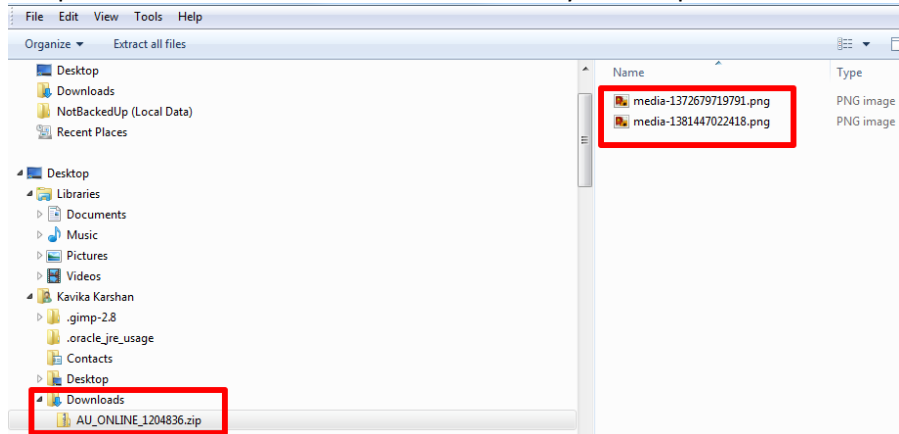
7. Copy the zip folder to a location where you can locate it for future use. Working documents may be held in a shared network folder. All final versions of course accreditation material should be stored in HPE Content Manager.
8. Extract files and use as needed.