



## Archive a Course

The archive course feature creates a permanent record of a course including all the content **and** user interactions. Archived courses are saved as ZIP files.

All files within the course are included in the archive, even if a file wasn't linked in the course.

**COURSE MANAGEMENT**

- Control Panel
- Content Collection →
- Course Tools
- Evaluation →
- Grade Center →
- Users and Groups
- Customization →
- Packages and Utilities** →
  - Bulk Delete
  - Course Copy
  - Export/Archive Course**
  - Import Course Cartridge
  - Import Package / View Logs
  - Manage LTI Links

### Archive Course

**SELECT COPY OPTIONS**

\* Source Course ID ocean\_101

Include Grade Center History (increases file size and processing time)

**FILE ATTACHMENTS**

Course Files Default Directory  Copy only links to course default directory files  
 Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory  Copy only links to files stored outside of the course default directory  
 Copy links and include copies of the files outside of the course default directory

Package Size

### Go to your course Control Panel > Packages and Utilities > Export/Archive Course

1. On the Export/Archive Course page, select **Archive Course**.
2. On the Archive Course page, optionally select the check box **for Include Grade Center History**. The file size and processing time will increase.
3. In the File Attachments section, keep the default option, **“include the links and copies of the course files content”**.
  - For Copy links and include copies of the content, select Calculate Size to be sure that the package size doesn't exceed 1 GB.
  - To remove files and folders from the package, select Manage Package Contents.
4. **Select Submit.**

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## Next, Download the course package

### Control Panel > Packages and Utilities > Export/Archive Course

1. On the Export/Archive Course page, select the link for the package to download.
2. Save the file to the appropriate location.

You can view the basic or detailed log from the menu of an archived course.

## Export/Archive page

The Export/Archive Course page organizes all export and archive packages that you create from a course.

Export/Archive Course		
Export Package	Archive Course	Export Common Cartridge Package
File Name	Date Created	
<a href="#">ExportFile_astronomy_sec1_20120913123433.zip</a>	9/13/12 12:34 PM	
Displaying 1 to 1 of 1 items		
<a href="#">Show All</a> <a href="#">Edit Paging...</a>		

When you export or archive a course, a link to the package appears on this page. You can download the package to your computer (double-click the link), and then use it in the future for import or restore operations (if needed).

When you export or archive a package, it doesn't appear on this page immediately. An email is sent to you as soon as the system has created the package. Then, open this page to find the package and download it.

*Once you have downloaded the zip file and saved it, delete packages from this page by selecting the drop-down arrow next to the link. Each zip file counts against your course quota, so you will want to delete it after archiving.*