

# How to Archive a Course

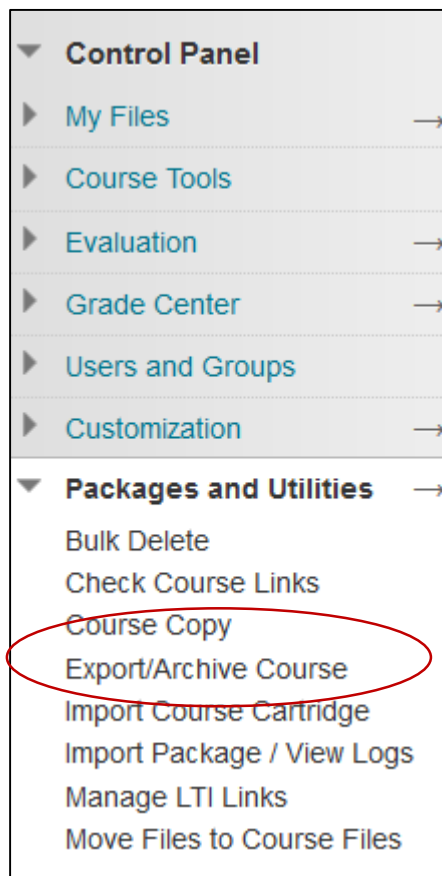


The archive course feature creates a permanent record of a course including all the content and user interactions. Archived courses are saved as ZIP files. Archiving a course does not delete it from the system.

All files within the course are included in the archive, even if a file was not linked in the course.

To access the **Export/Archive Course** page:

1. On the Control Panel, expand the Packages and Utilities section and click Export/Archive Course.



2. On the Export/Archive Course page, click **Archive Course** on the Action Bar.



3. On the Archive Course page, to **Include the Grade Center History**, select the check box following the course ID. Selecting this option increases file size and processing time.
4. In the **File Attachments** section, select whether to include only the links to course files or to include the links and copies of the course files content. (The File Attachments section is only available, if you have the content management license.)
5. If you select Copy links and include copies of the content, click Calculate Size to ensure that the package size does not exceed the displayed Allowed package size. To remove files and folders from the package, click Manage Package Contents.

**SELECT COPY OPTIONS**

\* Source Course ID      INS256

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

**FILE ATTACHMENTS**

*Choose between copying only the links to files or the links and new copies of every file attached within the course. Click **Calculate Size** to make sure that the package size does not exceed the limit.*

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

6. Click Submit