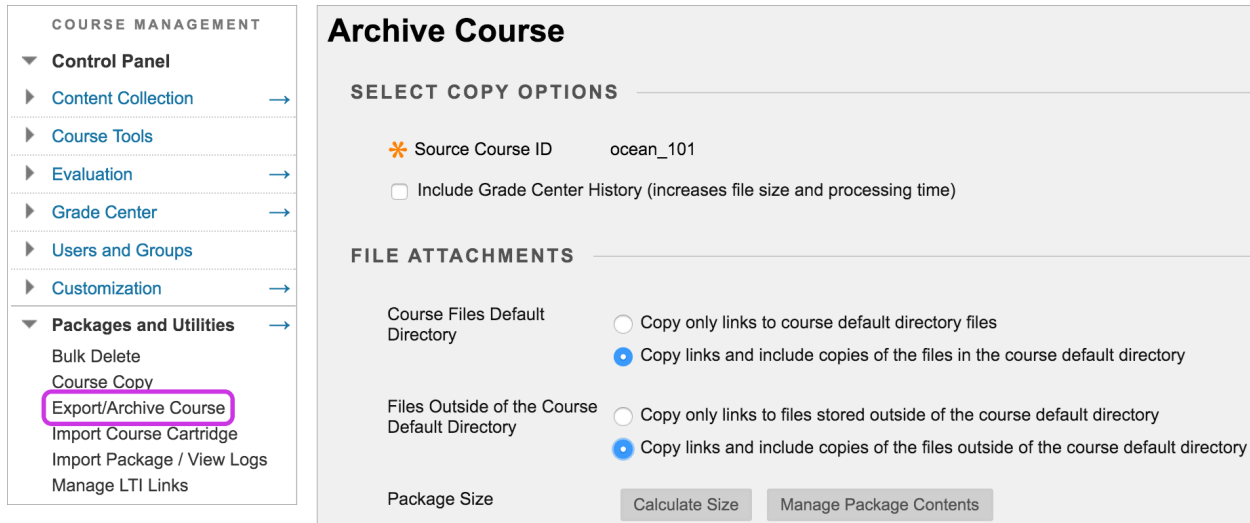


# Archive a Course

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. When you archive a course, it isn't deleted from the system.

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

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, include only the links to course files or 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 the displayed Allowed package size.
  - To remove files and folders from the package, select Manage Package Contents.
4. Select Submit.

The File Attachments section is available if your institution has access to content management.