EXPORTING AND ARCHIVING COURSES
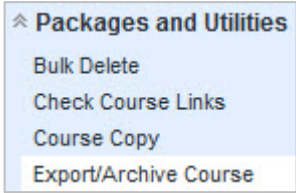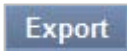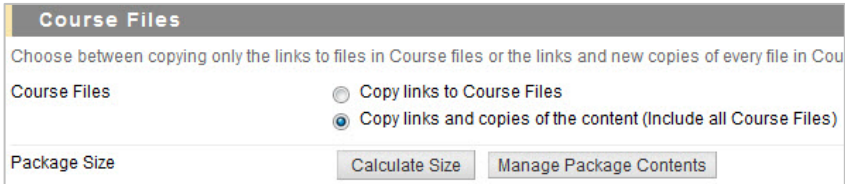
<u>View the video tutorial</u>

Export and Archive Courses

The Export/Archive Course page organizes all export and archive packages that are created from the Course. When the Course is exported or archived, a link to the package appears on this page. The Instructor may download the package to a local computer, and then use it in the future for import or restore operations. When a package is exported or archived, it does not appear on this page immediately. An email is sent to the user once the system has created the package; the user may then open this page to find the package and download it.
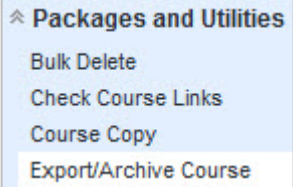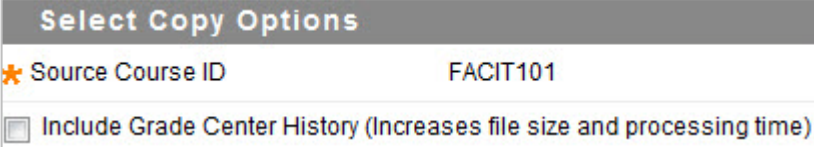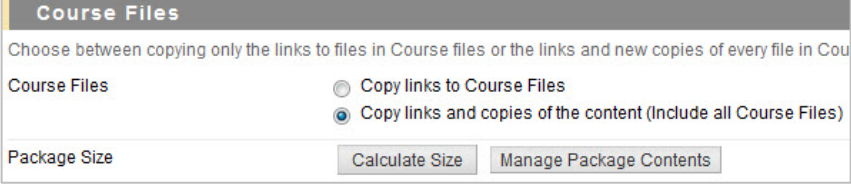
Export a Course:

Export Course creates a package of Course content that can later be imported into the same Course or into a different Course. Unlike Archive Course, Export Course does not include any user interactions. It only includes Content, Settings, and Tools. You must have Manage Permissions on these files in order to make copies of them or to re-link them when copied.

Step 1	On the Control Panel, under **Packages and Utilities**, click **Export/Archive Course**.	☆ **Packages and Utilities** Bulk Delete Check Course Links Course Copy Export/Archive Course
Step 2	On the **Export/Archive Course** page, click **Export.**	Export
Step 3	Under **Course Files,** choose between copying only the links to files in Course files or the links and new copies of every file in Course Files. Click **Calculate Size** to make sure that the package size does not exceed the limit. To remove files and folders from the package, click **Manage Package Contents**.	**Course Files** Choose between copying only the links to files in Course files or the links and new copies of every file in Cou Course Files ○ Copy links to Course Files ● Copy links and copies of the content (Include all Course Files) Package Size [Calculate Size] [Manage Package Contents]
Step 4	Click **Submit.**	Submit

Archive a Course:

Archive Course creates a permanent record of a Course including all the content and user interactions available at the time the Archive is initiated. You must have Manage Permissions on these files in order to make copies of them or to re-link them when copied.

Step 1	On the Control Panel, under **Packages and Utilities**, click **Export/Archive Course**.	
Step 2	On the **Export/Archive Course** page, click **Archive.**	
Step 3	To **Include Grade Center History,** select the checkbox next to that option**.**	
Step 4	Under **Course Files,** choose between copying only the links to files in Course files or the links and new copies of every file in Course Files. Click **Calculate Size** to make sure that the package size does not exceed the limit. To remove files and folders from the package, click **Manage Package Contents**.	
Step 5	Click **Submit.**	