

Archiving a Course

The Export/Archive Course Utility (found in the Control Panel of your CourseVU course sites) allows you to save your course materials for use in future classes. **Export** allows you to pick and chose what items you want to save from your course site. **Archive** saves everything posted in the course site. Once completing the process, you will have a zipped file that can be saved and imported into future CourseVU classes. This tip sheet handles **Archiving a Course**.



Login to CourseVU and select the course you would like to export or archive from your list of classes.

❶ Click on the Control Panel link on the left side of the screen.



❷ Click on the Export Course link within the "Course Options" box on the lower left side of the screen. *(This link is used for both exporting and archiving courses.)*

Export/Archive Manager



❸ Click on the Archive icon to start the process. *(Remember, "Export" allows you to pick your content and "Archive" takes all the content and student information.)*

Course Selection

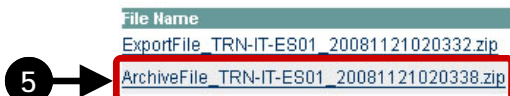
* Source Course ID TRN-IT-ES01

Submit

Click **Submit** to finish. Click **Cancel** to quit.



❹ The next screen lists the course that will be archived. Click on the Submit button to continue. On the next screen, click the OK button.



The archive process may take several minutes to create your file. Once the file is created, it will be listed on the "Export/Archive Manager" page *(follow steps 1-3 to return to this page)*. Your archive package will be in the list.

❺ Click on the newly created link to save the zipped file on your computer.

NOTE: Files must be saved outside of CourseVU or they will be deleted during scheduled system purges.