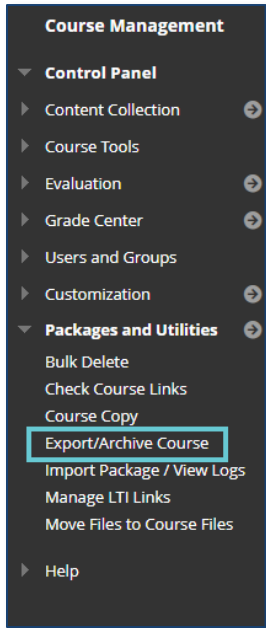



The archive course feature creates a permanent record of a course including all the content and user interactions. Archived courses are saved as ZIP files. When you archive a course, it isn't deleted from the system.

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



1. Navigate to the course(s) you want to Archive. Click on [Export/Archive Course](#) under the Package and Utilities section of Course Management.

2. On the Export/Archive Course page, select [Archive Course](#).



3. On the Archive Course page, optionally select the check box for Include Grade Center History. The file size and processing time will increase.

4. 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

5. Select [Submit](#).

SELECT COPY OPTIONS

* Source Course ID CCSUSandboxDilMauroN

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

*Click **Submit** to proceed.*

Once you receive the email letting you know that the Archive is complete, refresh the page and you can then download the Zip file by clicking on the [File Name](#):

PACKAGES CREATED MANUALLY

i The packages will be available for 30 days before they are automatically deleted.

FILE NAME	DATE CREATED	AVAILABLE UNTIL
ArchiveExFile_CCSUSandboxDiMauroN_20240227034442.zip	2/27/24 3:44 PM	3/28/24

Displaying 1 to 1 of 1 items | [Show All](#) [Edit Paging...](#)