

# **Exporting/Archiving a myCourses Site**

#### Step 1:

Click the **"Packages & Utilities**" link at the bottom of the course menu and then click the **"Export/Archive Course**" link that appears.

•	Control Panel		
►	Files $\rightarrow$		
►	Course Tools		
►	Evaluation $\rightarrow$		
٠	Grade Center $\rightarrow$		
►	Users and Groups		
٠	Customization $\rightarrow$		
•	Packages and Utilities Bulk Delete Course Copy Export/Archive Course Import Course Cartridge Import Package / View Logs		
۵	Help		

## Step 2:

On the Export/Archive Course page,

- Click the "Export Package" button if you would like to export a copy of the course site content (e.g., to use for future iterations of the course).
- Click the "Archive Course" button if you would like to obtain a copy of the course site and student work for record-keeping purposes.

Export/Archive Course					
Export Package	Archive Course				
Refresh					



#### Step 3 - Exporting:

Click the "Select All" button to check off all parts of the course. Also, choose "Include only the forums, with no starter posts" under the "Discussion Board" option.



### Step 3 – Archiving:

- Select the checkbox near "Include Grade Center History...".
- Copy links and include copies of the files in the course default directory.
- Copy links and include copies of the files outside of the course default directory.

SELECT COPY OPTIONS				
✤ Source Course ID	OTLS_10282020			
Include Grade Center History (increases file size and processing time)				

#### Step 4:

Press "Submit" in the lower right corner of the page to finish initiating the export.



#### Step 5:

You will receive an email one the export/archive is complete. It will take approximately five minutes. Once the link to your export/archive file is ready, revisit your course site, click **Packages and Utilities>Export/Archive Course** then click on the link that appears below the refresh button to save it to your computer.

Export Package Archive Course	Export Package Archive Course
Refresh	Refresh
File Name ExportFile AP 20151125101956.zip	File Name
	ArchiveFile_AP_20201116034443.zip