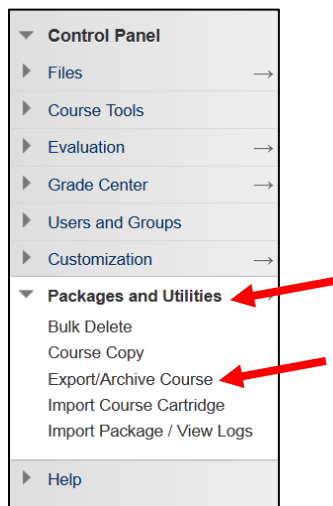


## Exporting/Archiving a myCourses Site

### Step 1:

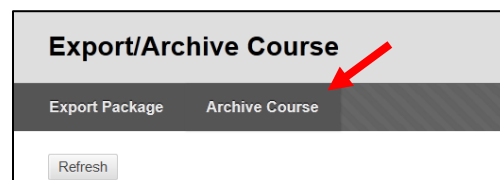
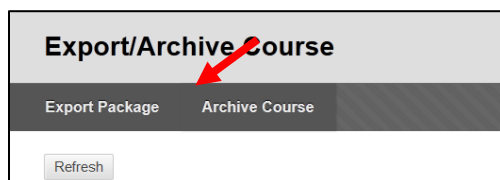
Click the “**Packages & Utilities**” link at the bottom of the course menu and then click the “**Export/Archive Course**” link that appears.



### Step 2:

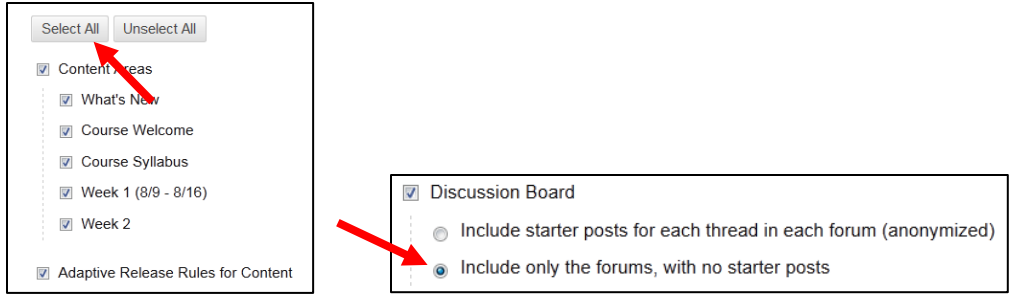
On the Export/Archive Course page,

- 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.



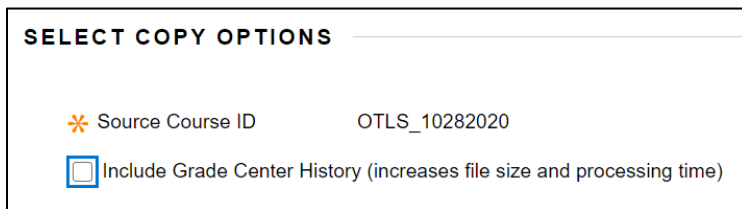
### Step 3 - **Exporting**:

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.



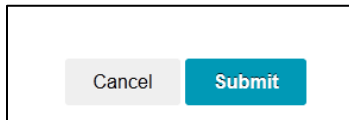
**Step 3 – Archiving:**

- 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.



**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.

