## **Archive or Restore a Course**

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The **Archive and Restore Courses** form can be used to restore or archive courses and sandboxes. The toggle switch allows you to simply toggle a course's state between **archived** or **available**.

**NOTE:** All archived courses will be kept for **no more than 7 years** before they are purged. See the <u>D2L Course Purge (https://vtac.lonestar.edu/help/course-purge)</u> article for more details on the purging process

1. Click [VTAC Support] on the navbar.



2. In the **Self-Service** column, under **Course Design**, click **[Archive/Restore Courses]** to open the form.



3. When opening the form, go to **Select Term** and click **[Select One]**. Then, choose the semester for the desired course from the list.

ARCHIVE / RESTORE						
Select Term						
Select One	•					
Courses Available						
5						

- 4. Once you have chosen a semester, all relevant courses and sandboxes will appear under **Courses Available**. For each course you will see the following info:
  - A. Course Title: This column displays the Course Title.
  - B. Course Offering Code: This column displays the *Course Offering Code*.
  - C. **Content State**: This column displays whether the course has content.
  - D. **Course Status**: This column will display either *AVAILABLE* or *ARCHIVED*, depending on the current availability of your course.
  - E. Archive/Restore Switch: The [Archive/Restore switch] changes based on your course's current status (D Column).
    - If the course is *AVAILABLE*, the switch will display a blue *ARCHIVE* button.
    - If the course is *ARCHIVED*, it will display a gray *RESTORE* button.

Courses Available	A	в	C	D	E
∧ Courses	• • • • • • • • • • • • • • • • • • •				•
1	ENGL0119	020134-05-12	NO CONTENT	AVAILABLE	ARCHIVE
2	ENGL0219 NCBO FOR READING AND WRITING	021607-05-12	NO CONTENT	AVAILABLE	ARCHIVE
3	ENGL-1301 COMPOSITION & RHETORIC I	018427-05-12		AVAILABLE	ARCHIVE
4	ENGL-1301 COMPOSITION & RHETORIC I	018427-05-12		AVAILABLE	ARCHIVE
5					ARCHIVE
6					ARCHIVE
7					ARCHIVE
∧ Sandboxes					
1	SANDBOX:	SA_		ARCHIVED	RESTORE
2	SANDBOX:	SA_		ARCHIVED	RESTORE
3	SANDBOX:	SA_		ARCHIVED	RESTORE

 Click the [Restore] switch next to any archived course to restore it. Once restored, the course status will change to *RESTORED*, and a green open lock icon will indicate completion. The course will then appear on your D2L dashboard for immediate use (a page refresh may be required for it to appear).

		1	
ARCHIVED	RESTORE	RESTORED	ARCHIVE
ARCHIVED	RESTORE	ARCHIVED	RESTORE

6. Click the **[Archive]** toggle-switch next to any **Available/Restored** course to archive the course. Once you have archived a course, the course's status will change to **Archived** and you will see a yellow closed lock icon indicating the process is complete. The course will then be cleared from your D2L dashboard (a page refresh may be required for it to appear).

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RESTORED	ARCHIVE	ARCHIVED	
AVAILABLE	ARCHIVE	AVAILABLE	ARCHIVE