

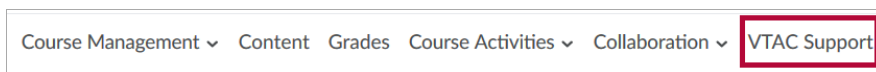
# Archive or Restore a Course

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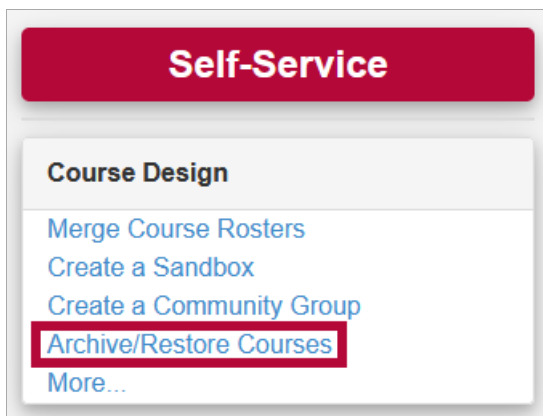
The **Archive and Restore Courses** form can be used to restore or archive courses and sandboxes. The toggle switch allows you to simply toggle a course's state between **archived** or **available**.

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

1. From your **D2L Navbar**, click **[VTAC Support]**.



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.

A screenshot of the 'Archive or Restore Course' form. At the top, there is a large graphic with two arrows pointing left and right. The left arrow is blue and contains the word 'ARCHIVE' in blue. The right arrow is green and contains the word 'RESTORE' in green. Below the graphic, there is a 'Select Term' section with a dropdown menu. The dropdown menu is currently set to 'Select One'. Below the dropdown menu, there is a 'Courses Available' section with a list of courses. A mouse cursor is visible over the list.

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:
- Course Title:** This column displays the *Course Title*.
  - Course Offering Code:** This column displays the *Course Offering Code*.
  - Content State:** This column displays whether the course has content.
  - Course Status:** This column will display either *AVAILABLE* or *ARCHIVED*, depending on the current availability of your course.
  - 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					
Courses					
1	ENGL-0119		020134-05-12	NO CONTENT AVAILABLE	ARCHIVE <input type="checkbox"/>
2	ENGL0219	NCBO FOR READING AND WRITING	021607-05-12	NO CONTENT AVAILABLE	ARCHIVE <input type="checkbox"/>
3	ENGL-1301	COMPOSITION & RHETORIC I	018427-05-12	AVAILABLE	ARCHIVE <input type="checkbox"/>
4	ENGL-1301	COMPOSITION & RHETORIC I	018427-05-12	AVAILABLE	ARCHIVE <input type="checkbox"/>
5					ARCHIVE <input type="checkbox"/>
6					ARCHIVE <input type="checkbox"/>
7					ARCHIVE <input type="checkbox"/>
Sandboxes					
1	SANDBOX:	SA_		ARCHIVED	<input type="checkbox"/> RESTORE
2	SANDBOX:	SA_		ARCHIVED	<input type="checkbox"/> RESTORE
3	SANDBOX:	SA_		ARCHIVED	<input type="checkbox"/> RESTORE


5. 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).

ARCHIVED	<input type="checkbox"/> RESTORE
ARCHIVED	<input type="checkbox"/> RESTORE

RESTORED	 ARCHIVE <input type="checkbox"/>
ARCHIVED	<input type="checkbox"/> 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).

RESTORED	 ARCHIVE <input type="checkbox"/>
AVAILABLE	ARCHIVE <input type="checkbox"/>

ARCHIVED	 <input type="checkbox"/> RESTORE
AVAILABLE	ARCHIVE <input type="checkbox"/>