

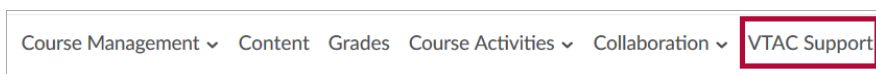
# Archive or Restore a Course

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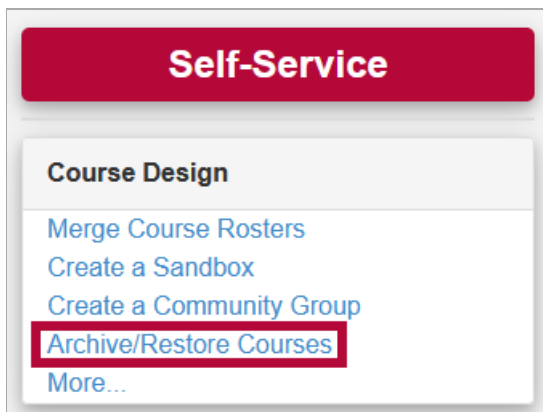
The **Archive and Restore Courses** form can be used to restore or archive courses and sandboxes. The easy-to-use toggle-switch allows you to simply toggle a course's state between archived or available.

**NOTE:** All archived courses will be kept for **no more than 7 years** before they are purged. See the [D2L Course Purge \(https://vtac.lonestar.edu/help/a0608\)](https://vtac.lonestar.edu/help/a0608) 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 you first open the form, under **Select Term** click **[Select One]**.



4. Choose the semester of the desired course from the list that appears.

Select Term

Select One

Select One

2022 Fall

2022 Summer

2022 Spring

2021 Fall

2021 Summer

2021 Spring

2020 Fall

2020 Summer

2020 Spring

2019 Fall

5. 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:
- Title**
  - Course Offering Code**
  - Current Status** (either **Archived** or **Available/Restored**).

Courses Available					
Courses					
1	HIST-1301-3H27-14A UNITED STATES HISTORY TO 1877	A	018502-03-1191-14A-3H27	B	ARCHIVED C <input type="checkbox"/> RESTORE
2	HIST-1302-3H23-14A UNITED STATES HISTORY SINCE 1877		018503-03-1191-14A-3H23		ARCHIVED <input type="checkbox"/> RESTORE
Sandboxes					
1	SANDBOX: [REDACTED] - HISTORY		SA_2584_1683133650		AVAILABLE <input type="checkbox"/> ARCHIVE

6. Click the **[Restore]** switch next to any **Archived** course to restore the course. Once you have restored a course, the status will change to **Restored** and you will see a green open lock icon showing the process is complete. The course will then appear on your D2L dashboard for immediate use (it may be necessary to refresh the page for the course to appear).

ARCHIVED	<input type="checkbox"/> RESTORE	RESTORED	<input checked="" type="checkbox"/> ARCHIVE
ARCHIVED	<input type="checkbox"/> RESTORE	ARCHIVED	<input type="checkbox"/> RESTORE

7. 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 (it may be necessary to refresh the page for the course to disappear).

