

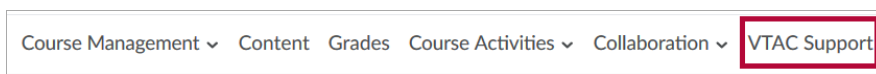
# Archive or Restore a Course

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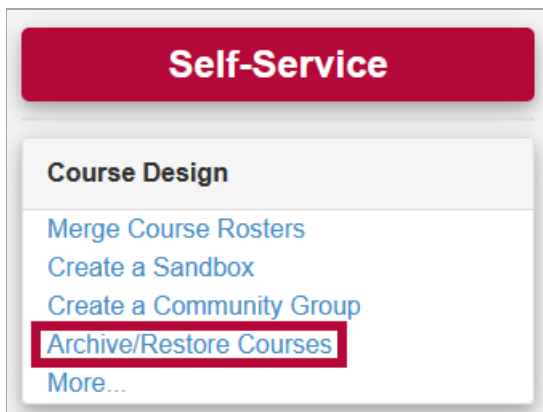
The **Archive and Restore Courses** form can be used to restore or archive courses and sandboxes. The toggle switch allows you to simply toggle a course's state between **archived** or **available**.

**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. 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.



Select Term  

Select One

Courses Available

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	ENGL0119		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	ENGL1301	COMPOSITION & RHETORIC I	018427-05-12		AVAILABLE	ARCHIVE <input type="checkbox"/>
4	ENGL1301	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	 <input checked="" type="checkbox"/> ARCHIVE
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	 <input checked="" type="checkbox"/> ARCHIVE
AVAILABLE	<input checked="" type="checkbox"/> ARCHIVE

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