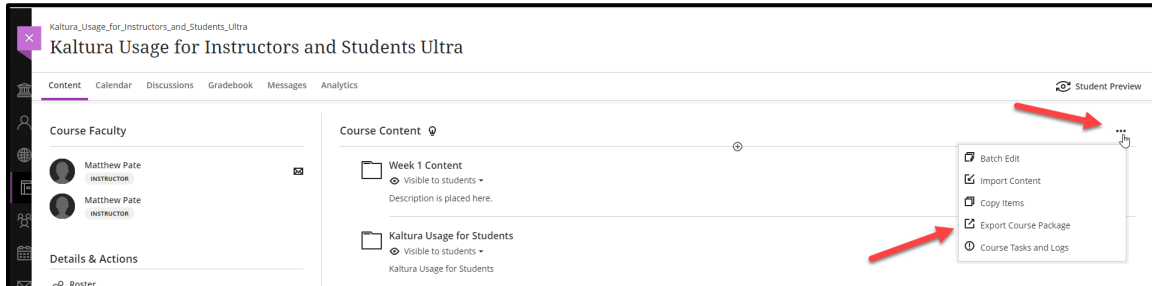


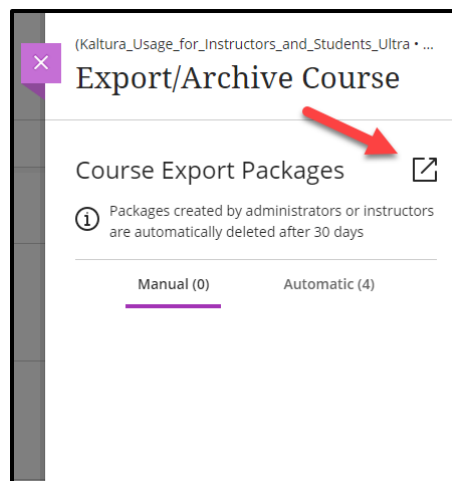


Archiving A Course with Student Data

The first step when trying to create an **Archive of a Course with Student Data** is to find the **Export Course Package** option located within the options sub-menu on the right identified by the 3 ellipses. You will select the **Export Course Package** option.

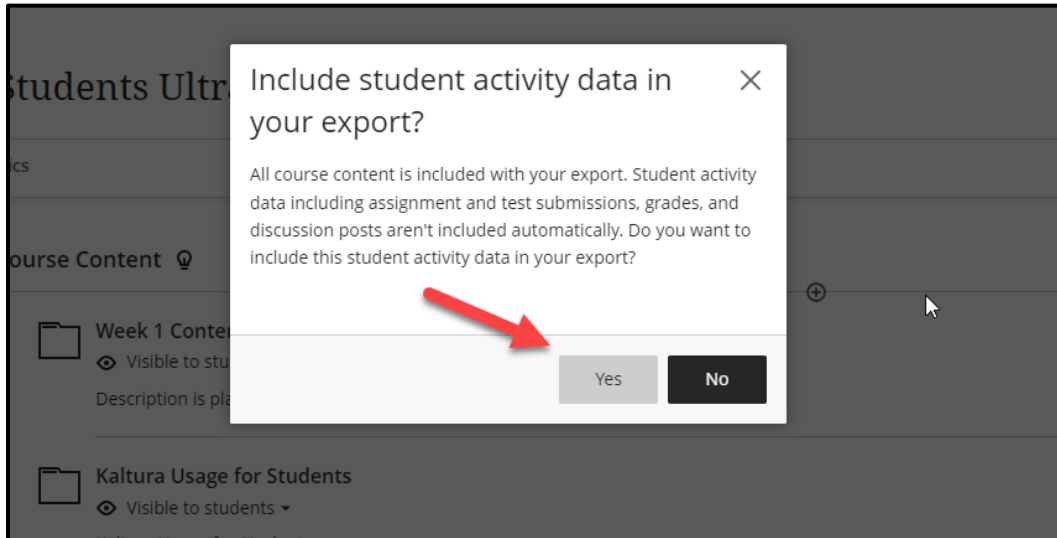


The menu will open on the right side of the **Course Content** window. Here you will select the export button.

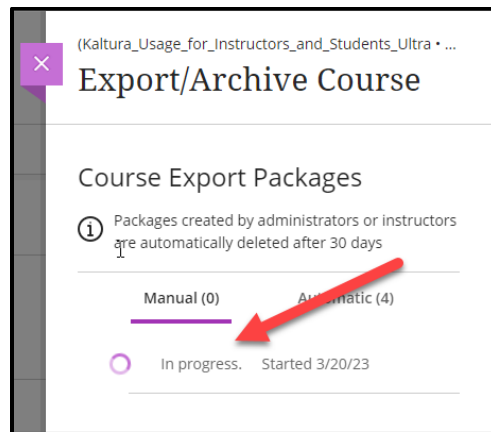




Once the export control is selected, you will be prompted to include the student data with a **Yes/No** selection. Choose **Yes** and the process of creating an archive .zip file will begin. (Figure 3)



The progress of the archive file creation will be shown in real-time.





The package is now ready and you have the option to store the file on your local hard drive, JU OneDrive storage, or removable media. You will notice the title starts with **ArchiveExFile**. This ensures that student data has been included.

