

How to archive my Rafid course?

Archiving your course will help you to create a ZIP file of your course content that you can import to create a new course in Rafid later on if needed.

To archive your course:

- From "Control Panel" click on "Packages and Utilities"
- **Choose "Export/Archive Course"**

| | Course Management | |
|---|--------------------|---|
| - | Control Panel | |
| ▶ | Content Collection | Ð |
| ► | Course Tools | |
| Þ | Evaluation | € |
| ▶ | Grade Center | € |



In the Export/Archive Course page, Select "Archive Course".

Export/Archive Course

Export Course creates a package of course content that can later be imported into the same course or a different course. Archive Course creates a permanent record of a course including all the content and user interactions available at the time the Archive is created. Export Common Cartridge creates a package that can be shared across learning management systems. You must have the proper permissions to perform these operations. More Help



In the Archive Course page, select these options in Image:

| ★ Source Course ID demo_course Include Grade Center History (increases file size and processing time) | | | | | |
|---|--|--------|--|--|--|
| FILE ATTACHMENTS | | | | | |
| Choose between copying only the links to files or the links and new copies of every file attached within the course. Click Calculate Size to make sure that the package size does not exceed the limit. | | | | | |
| Course Files Default Directory O Copy only links to course default directory files Copy links and include copies of the files in the course default directory | | | | | |
| Files Outside of the Course Default Directory O Copy links and include copies of the files outside of the course default directory | | | | | |
| Package Size | Calculate Size Manage Package Contents | | | | |
| | | | | | |
| Click Submit to proceed. | Cancel | Submit | | | |

- Click "Submit".
- On the Export/Archive Course page, Click "Refresh" until the ZIP file is showing down.
- Save the file in your desktop.

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***** Note: Don't unzip the exported package or delete files from the package, as the content won't be imported correctly.



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