FACULTY: ARCHIVE CANVAS COURSE CHECKLIST
UPDATED: OCTOBER 2021

Recommendations

Course Export Export the course and save the zip file to OneDrive, to retain or archive any particular course. The course export is saved as a .imscc file. In order to open and use, import the course back into a Canvas course shell and/or Canvas sandbox. NOTE: Canvas exports do not include backups of student interactions and grades.

> **Not Canvas Commons** Shall I save a course to Canvas Commons? Saving to OneDrive is the preferred method by the eLC. There have been issues with reusing full courses from Canvas Commons, particularly if the course also contains other content that was originally brought in from Commons.

> **Gradebook** At the end of every course, export the course gradebook to be available in the case of a grade appeal.

Archive course steps ARCHIVE COURSE STEPS

1. **Find courses in Canvas** Log into Canvas, click on Courses and select All Courses to list out all courses. Open a course.
   → [Watch this short video for finstructions (click here)](#)
2. **Export Course from Canvas** While in the course for exporting, click on Settings and then Export Course Content. Select Course and click on Create Export. Once complete, click on New Export: choose Click here to download.
   → [Watch this video for instructions (click here)](#)
   → Here's a Canvas helpsheet: [How do I export a Canvas course?](#)
3. **Upload Course (.imscc file) to OneDrive** Log into Office 365 with your Cougarmail address as the username (via CougarWeb or https://portal.office.com). Click on the OneDrive icon. Click on the Upload menu item and select Files. Find the exported .imscc file that was downloaded in step 2 above and click Open.
   → [Watch this short video for instructions (click here)](#) (starting around the videos 3 minute mark)

Archive/ Export Grades
→ [Watch this short video for instructions (click here).](#)
→ Here's a Canvas helpsheet: [How do I download grades from Gradebook?](#)