

QUARTERLY ANGEL Checklist for Instructors

For courses on our original ANGEL 7.3 server: **FOLLOW THE INSTRUCTIONS BELOW TO ARCHIVE COURSE CONTENT & STUDENT DATA**

For courses on our new, upgraded ANGEL 7.4 server: **FOLLOW THE NEW INSTRUCTIONS AT: [Quarterly Instructor Checklist for ANGEL 7.4](#)**

To save course content & student data for course shells on our original ANGEL 7.3 server...

ZIP IT! --

Archive any ANGEL course shell which you have not archived already

Preserve your own copy of your course content **INCLUDING ALL student data** :

1. Go to the **Manage Tab** in your course and click on "**Export Wizard**".
2. On the next screen, click "**ANGEL Archive**".
3. Click on "**Export**".
4. If you wish to archive all student data, **leave the options set** as they are.
5. When the archive process completes (it can take 30 minutes!), save the "**zip**" file to your personal computer
6. Optional: Burn the archive file to a **CD or DVD** for additional safekeeping.
7. Contact us with **any questions** along the way!

NIP IT! -- "Disable"/"Enable" student access to your Summer shell(s)

Student access to your Summer course shells will be automatically disabled the Thursday after grades are due. If this works for you, you need to do nothing! However, if you wish to extend access to students or disable access earlier than Thursday, follow these steps:

1. Go to the **Manage Tab** in your course and click on "**General Course Settings**".
2. On the next screen, click on the **Access Tab**.
3. Set access to "**Editors Only**" or "**All Members**" depending on whether you wish to "disable" or "enable" student access to your course, respectively.

