

Sign in to ANGEL, then enter the course you want to archive.

Click the Manage tab.



Click Export Console.



Click ANGEL format.





Keep all the default selections (unless your institution directs you otherwise) and click **Next**.

The following Export Status screen will appear telling you that your content is being exported. The export may take a few minutes, but you can navigate away from the screen while you wait. Click on **Go back to Export Course Content** to obtain your export file.

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The next screen should show your newly exported course file in the export history and under the ANGEL Format heading. Click **Download File** next to your last export under the ANGEL Format heading.



The zip file containing the course will be found on your computer wherever your downloads go automatically (perhaps My Computer > Downloads). Its name will be *YourCourseTitle.zip*.