Sherpath: Archiving Modules

NOTE: Depending upon the Sherpath collection you are using, the modules will be arranged either by topics or by book chapters.

Archiving Modules

1. To get started, click on the link to Sherpath within your course.
2. The Home page appears.
3. Click on the Course Plan link.
4. Click **Expand all weeks**.

5. The course modules will appear beneath each week.

**Note**: Depending upon the Sherpath collection you are using, the modules will be arranged either by topics or by book chapters.
6. To archive an unused module, click the MOVE button to the left of the module title.

7. A window will pop up.
8. Click the dropdown on the Week box and select the last option: **Archive/New Content**.

9. Then, click **Submit**.

10. A message will pop-up, confirming that the module has been moved to the Archive/New Content folder located at the bottom of the Course Plan page.
END OF GUIDE