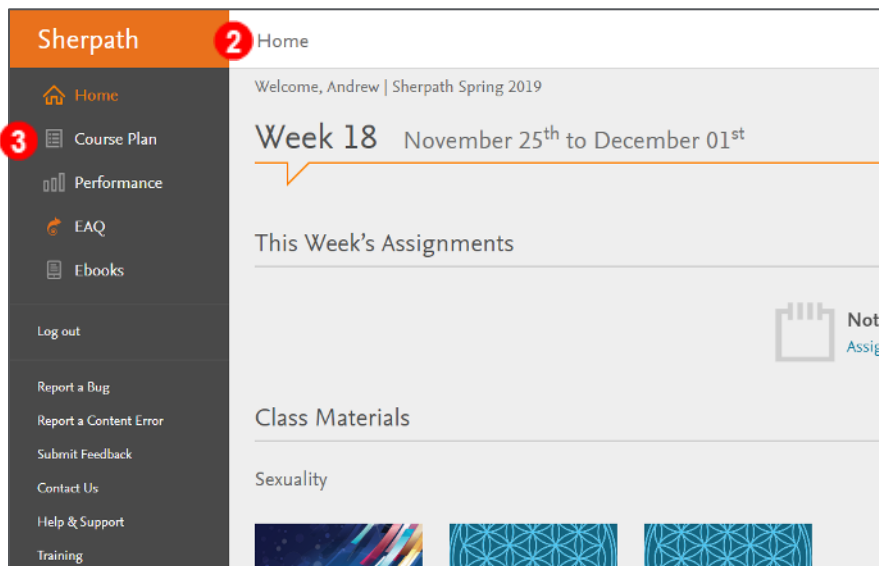


Sherpath: Archiving Modules

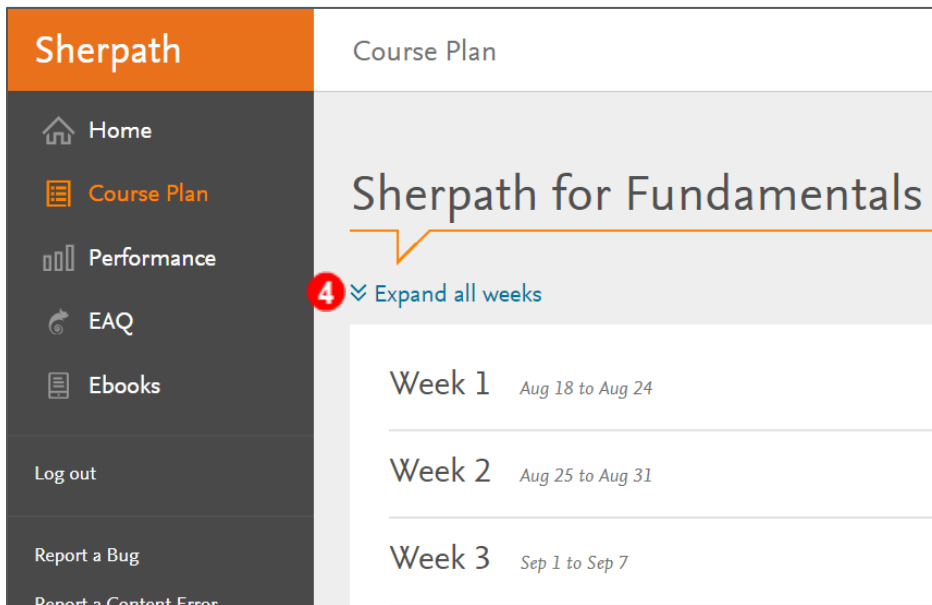
NOTE: Depending upon the Sherpath collection you are using, the modules will be arranged either by topics or by book chapters.

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.

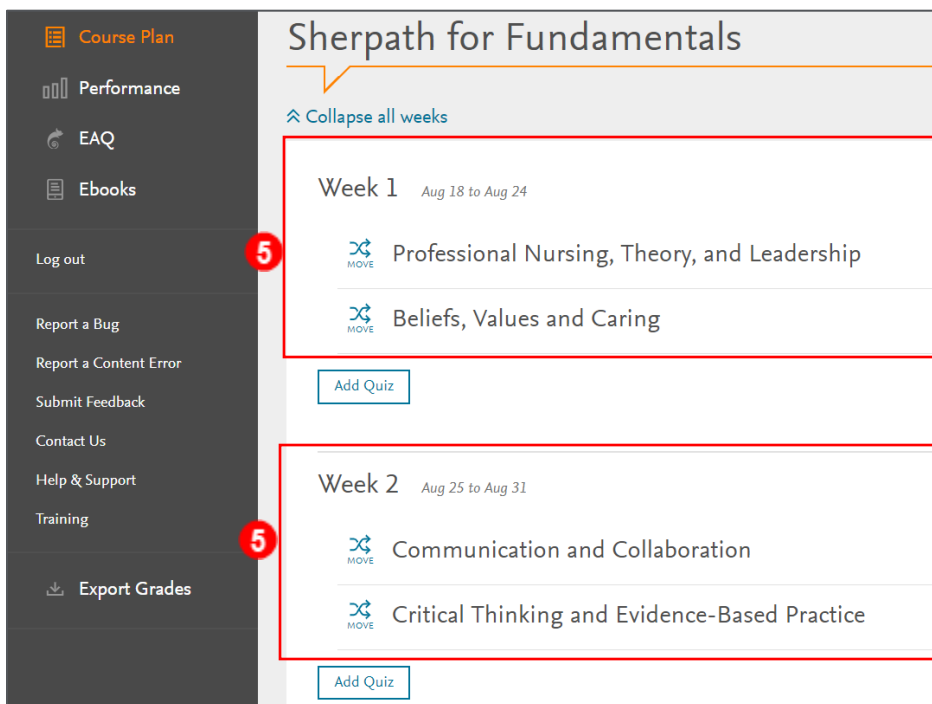


4. Click **Expand all weeks**.




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.

Week 1 *Aug 18 to Aug 24* ^

 Rename

6  **MOVE** Professional Nursing, Theory, and Leadership v

 **MOVE** Beliefs, Values and Caring v

 **MOVE** Caring for Families v

7. A window will pop up.

x

7 Move

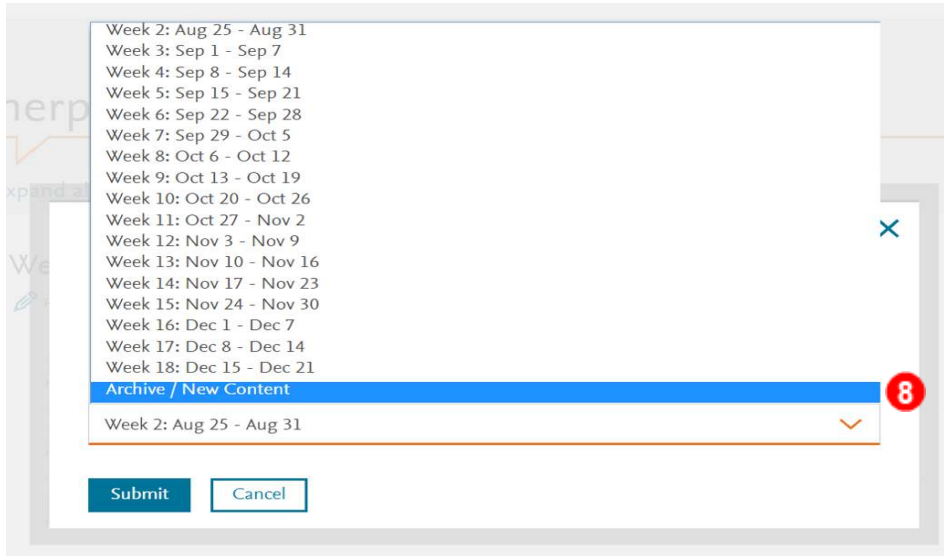
Professional Nursing, Theory, and Leadership

From Week 1 to...

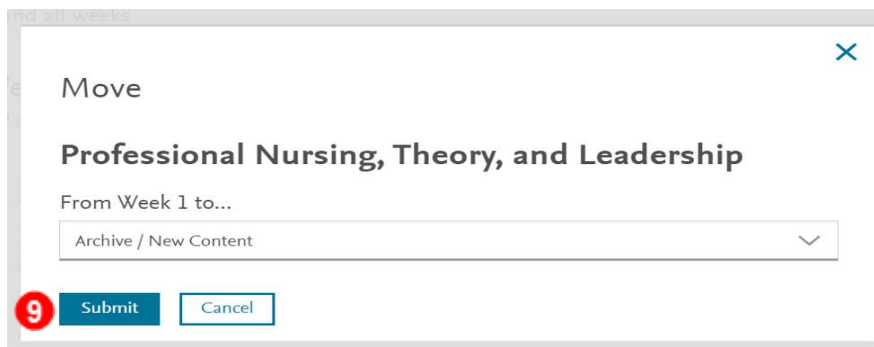
Week 2: Aug 25 - Aug 31v

SubmitCancel

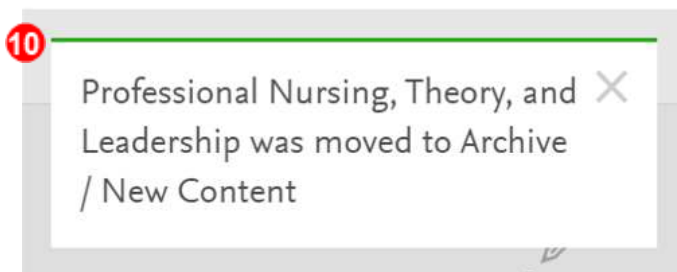
- Click the dropdown on the Week box and select the last option: **Archive/New Content**.



- Then, click **Submit**.



- 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.



Add a Week

Archive / New Content ^



Professional Nursing, Theory, and Leadership v

END OF GUIDE

