

Archiving Activities as a Catalog Admin

This article explains how Catalog Admins with the Blended Learning release can archive an activity. The act of archiving activities allows you to better manage the Add/Edit Activities list and maintain focus on activities that require attention.

 **Access & Visibility:** Access to Archive requires a PG Role that includes the Activity Management and Roster Management permissions. Contact your Organization Administrator for more information.

An activity will be ready for archival once participants have received their earned hours or credits, or the activity has been moved to a status other than "In Progress" (i.e., Completed, Denied, No Show, Removed). *Please review the Roster to confirm that all participants have received their final hours or credit. When ready, you can archive activities in two ways:

Click a hyperlink below to jump to that topic:

- [Archiving Within an Activity](#)
- [Archiving from Add/Edit Activities](#)

Archiving Within an Activity

Use the navigation steps below to access the activity if it is not already open.

☰ Navigation:

Activities

Add/Edit Activities

Select an activity

To archive an activity, click the **Activity Options** dropdown at the top of the activity page and select **Archive Activity**.

< Back to Activities

PUBLISHED

Engaging Every Learner

Activity Options ▾

Program	Activity Owner	Instructor	Activity Dates	Show in Catalog
Blended Learning	Billie Joe Activity Owner	Illya Instructor	April 14, 2025 - June 30, 2025	March 23, 2025 - April 15, 2025

Activity Settings Steps (2) Meetings (2) Attendance **Roster**

Building: None ▾ Department: None ▾ Grade: None ▾ None ▾

Status: None ▾ Activity Enrollment: All ▾ Apply Filters

Preview Activity
 Add/Edit Annotation
Archive Activity
 Evaluation Results
 Change Log

Select **Yes** to confirm the archive.

< Back to Activities

PUBLISHED

Engaging Every Learner

Activity Options ▾

Are you sure that you want to archive this activity?
 Yes No

Program	Activity Owner	Instructor	Activity Dates	Show in Catalog	Credits	Enrolled	Waitlist
Blended Learning	Billie Joe Activity Owner	Illya Instructor	April 14, 2025 - June 30, 2025	March 23, 2025 - April 15, 2025	0	4/15	0/0

The system will confirm the archive occurred, and the status above the activity title will update from PUBLISHED to ARCHIVED.

< Back to Activities

ARCHIVED

Engaging Every Learner

Activity Options ▾

✓ Successfully archived activity: Engaging Every Learner. ✕

Program	Activity Owner	Instructor	Activity Dates	Show in Catalog	Hours	Credits	Enrolled	Waitlist
Blended Learning	Billie Joe Activity Owner	-	April 14, 2025 - June 30, 2025	March 23, 2025 - April 15, 2025	6	0	4/15	0/0

The activity will then be accessible through the Archived tab, which can be selected at the top of the Add/Edit Activities page.

Add/Edit Activities

Create Activity

Published
Drafts

Archived

Date Range

07/01/2024 - 07/01/2025

Program

None

Purpose

None

Building

None

Course Code

None

Activity Format

None

Activity Category

None

Followups

None

Evaluation Methods

None

Event

None

Clear All

Engaging Every Learner

1 Activity

Sort by Starting Date

Engaging Every Learner
04/14/2025 - 06/30/2025
Owner : Billie Joe Activity Owner
Enrollment: 4 | Pending: 0 | Waitlist: 0
See More

Hours: 6
Credits: 0

Activity Steps: 2
Meetings: 2



How to Restore an Archived Activity

Select the activity from the Archived list and click the **Activity Options** dropdown at the top of the activity page. Then, select **Unarchive Activity**. This will return the activity to the primary list of Published activities.

Archiving from Add/Edit Activities

Use the navigation steps below to access the activities page and locate the activity to archive on your activity list.

Navigation:

Activities

Add/Edit Activities

Select the activity's action dropdown, located in the last column to the right of an activity, and select **Archive**. *The Archive option will appear once the activity end date has passed.

Add/Edit Activities

Create Activity

PublishedDraftsArchived

Date Range

07/01/202407/01/2025

Program

None

Purpose

None

Building

None

Course Code

None

Activity Format

None

Activity Category

None

Followups

None

Evaluation Methods

None

Event

None

Clear All

Engaging Every Learner

1 Activity

Sort by Starting Date

Engaging Every Learner

04/14/2025 - 06/30/2025

Owner : Billie Joe Activity Owner | Instructors : Ilya Instructor

Enrollment: 4 | Pending: 0 | Waitlist: 0

See More

Hours: 6

Credits: 0

Activity Steps: 2

Meetings: 2

Copy

Archive

Select **Yes** to confirm the archive.

Add/Edit Activities

Create Activity

Published

Drafts

Archived

Date Range

07/01/2024 - 07/01/2025

Program

None

Purpose

None

Building

None

Course Code

None

Activity Format

None

Activity Category

None

Event

None

Are you sure that you want to archive this activity?

Yes

No

Clear All

Engaging Every Learner

1 Activity

Sort by Starting Date

Engaging Every Learner

04/14/2025 - 06/30/2025

Owner : Billie Joe Activity Owner | Instructors : Illya Instructor

Enrollment: 4 | Pending: 0 | Waitlist: 0

See More

Hours: 6

Credits: 0

Activity Steps: 2

Meetings: 2

The activity will then be accessible through the Archived tab, which can be selected at the top of the Add/Edit Activities page.

Add/Edit Activities

Create Activity

Published
Drafts

Archived

Date Range

07/01/2024 - 07/01/2025

Program

None

Purpose

None

Building

None

Course Code

None

Activity Format

None

Activity Category

None

Followups

None

Evaluation Methods

None

Event

None

Clear All

Engaging Every Learner
1 Activity
Sort by Starting Date

Engaging Every Learner
04/14/2025 - 06/30/2025
Owner : Billie Joe Activity Owner
Enrollment: 4 | Pending: 0 | Waitlist: 0
See More

Hours: 6
Credits: 0

Activity Steps: 2
Meetings: 2



How to Restore an Archived Activity

Select the activity from the Archived list and click the **Activity Options** dropdown at the top of the activity page. Then, select **Unarchive Activity**. This will return the activity to the primary list of Published activities.



Additional Resources: Managing Archived Activities as a Catalog Admin