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:

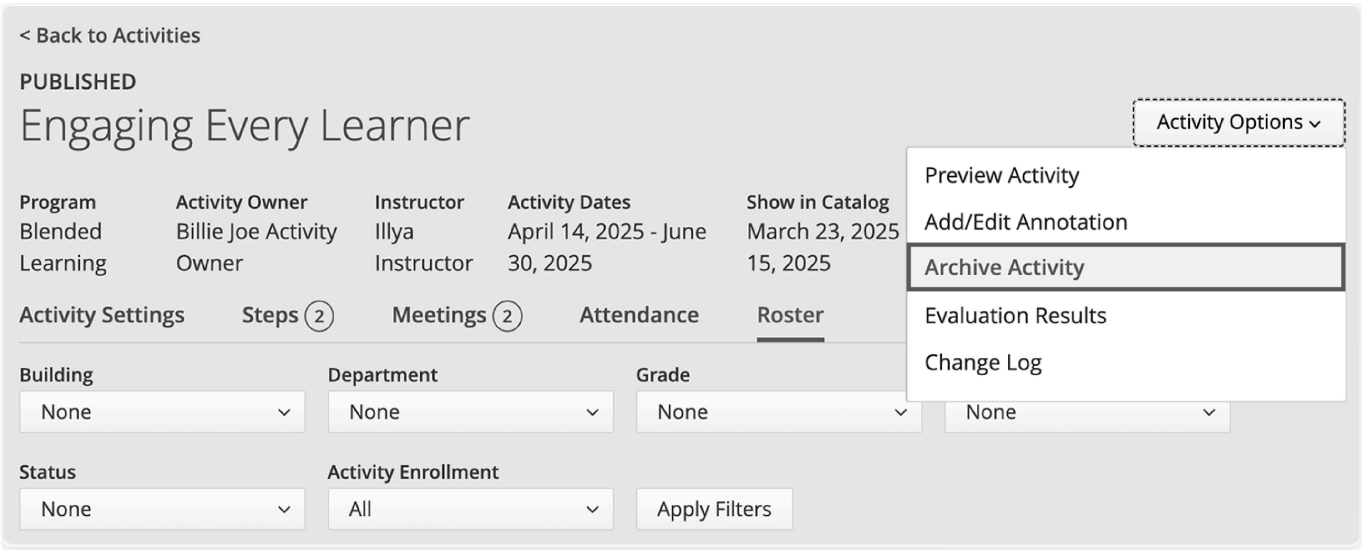
- Archiving Within an Activity
- Archiving from Add/Edit Activities

Archiving Within an Activity

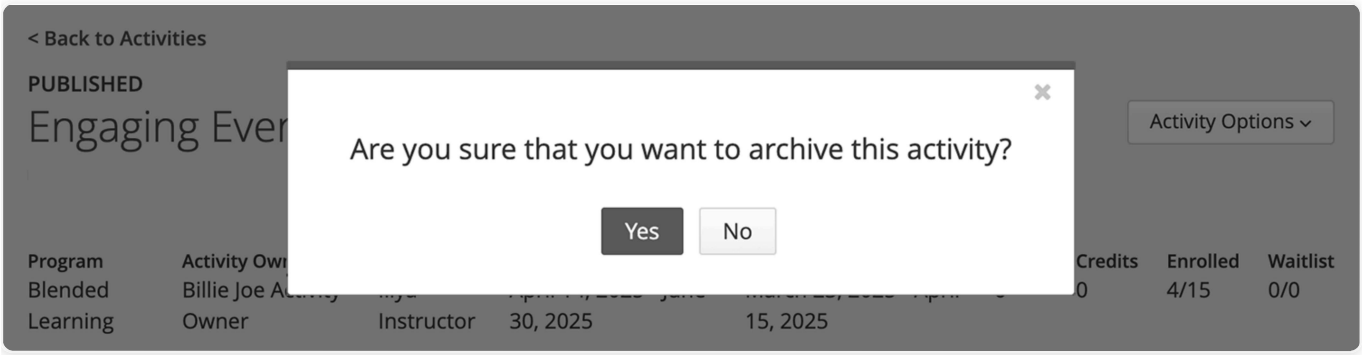
Use the navigation steps below to access the activity if it is not already open.

Navigation: Activities > Add/Edit Activities > Select an activity

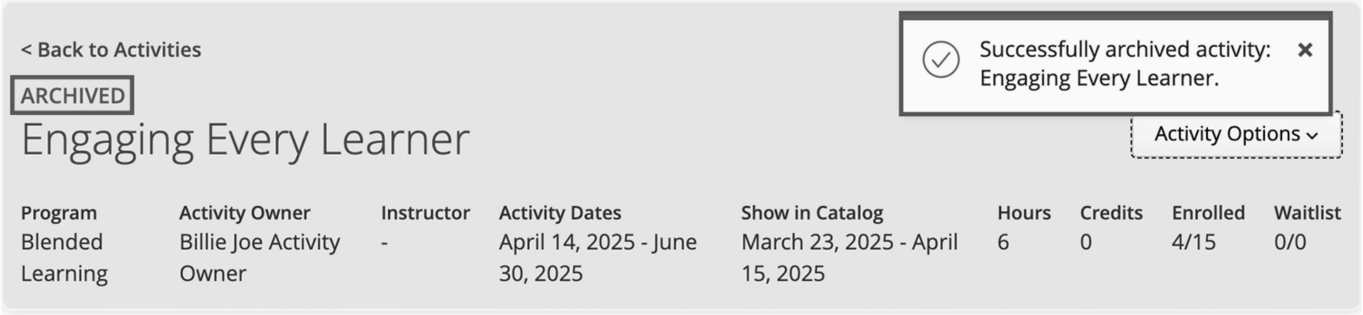
To archive an activity, click the **Activity Options** dropdown at the top of the activity page and select **Archive Activity**.



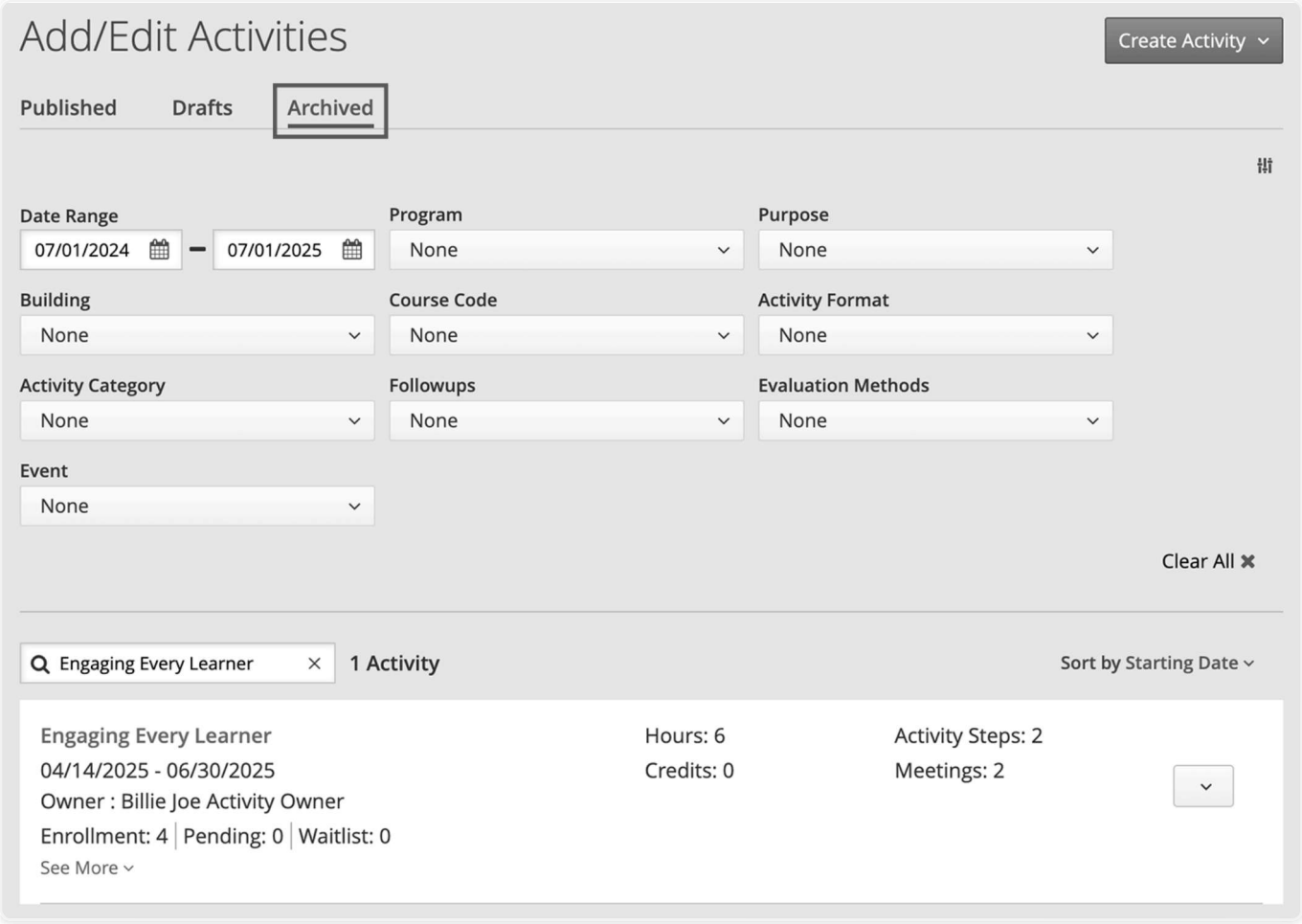
Select **Yes** to confirm the archive.



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



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



How to Restore an Archived Activity

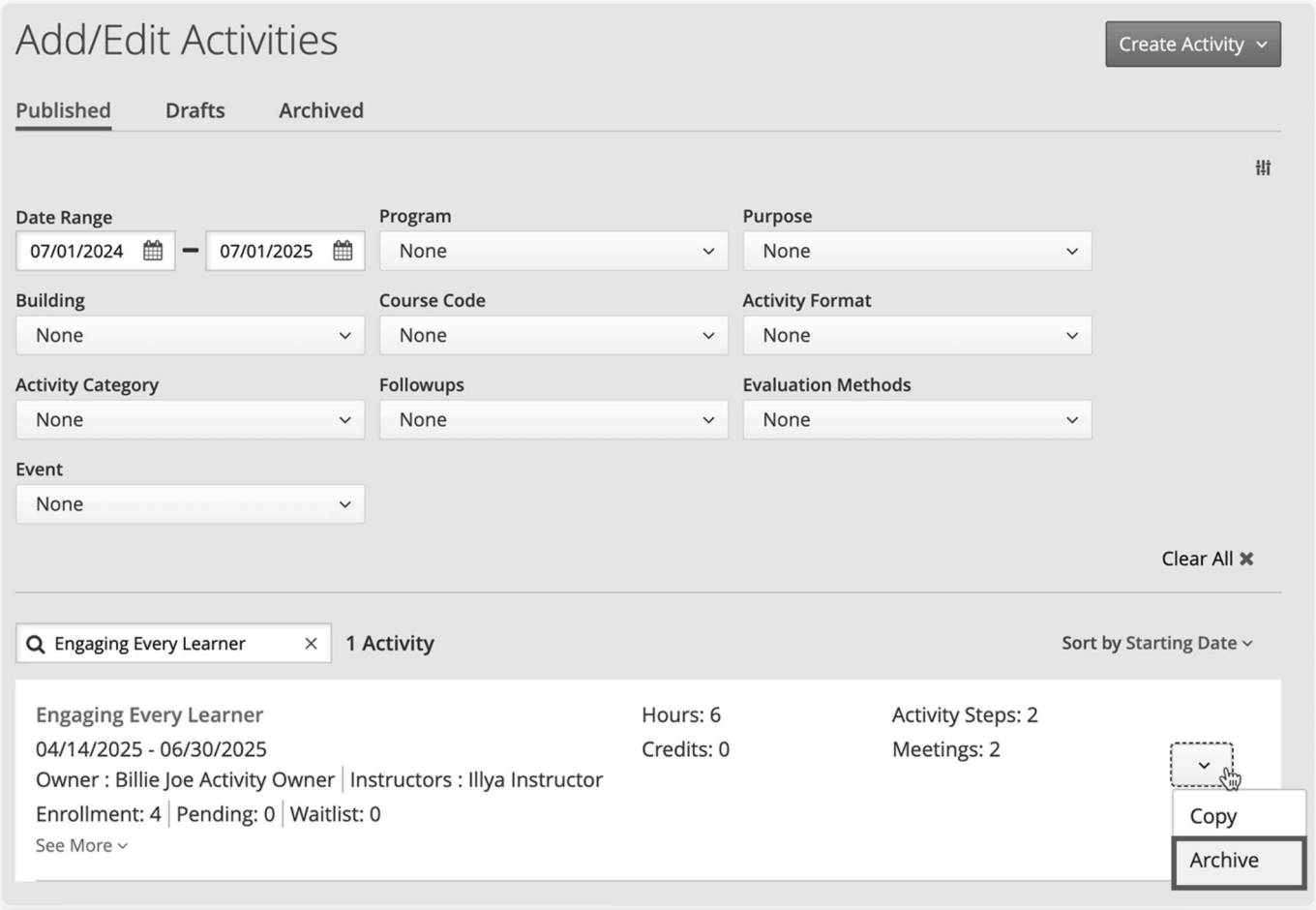
Select the activity from the Archived list and click the **Activity Options** dropdown at the top of the activity page. Then, select **Unarchive Activity**. This will return the activity to the primary list of Published activities.

Archiving from Add/Edit Activities

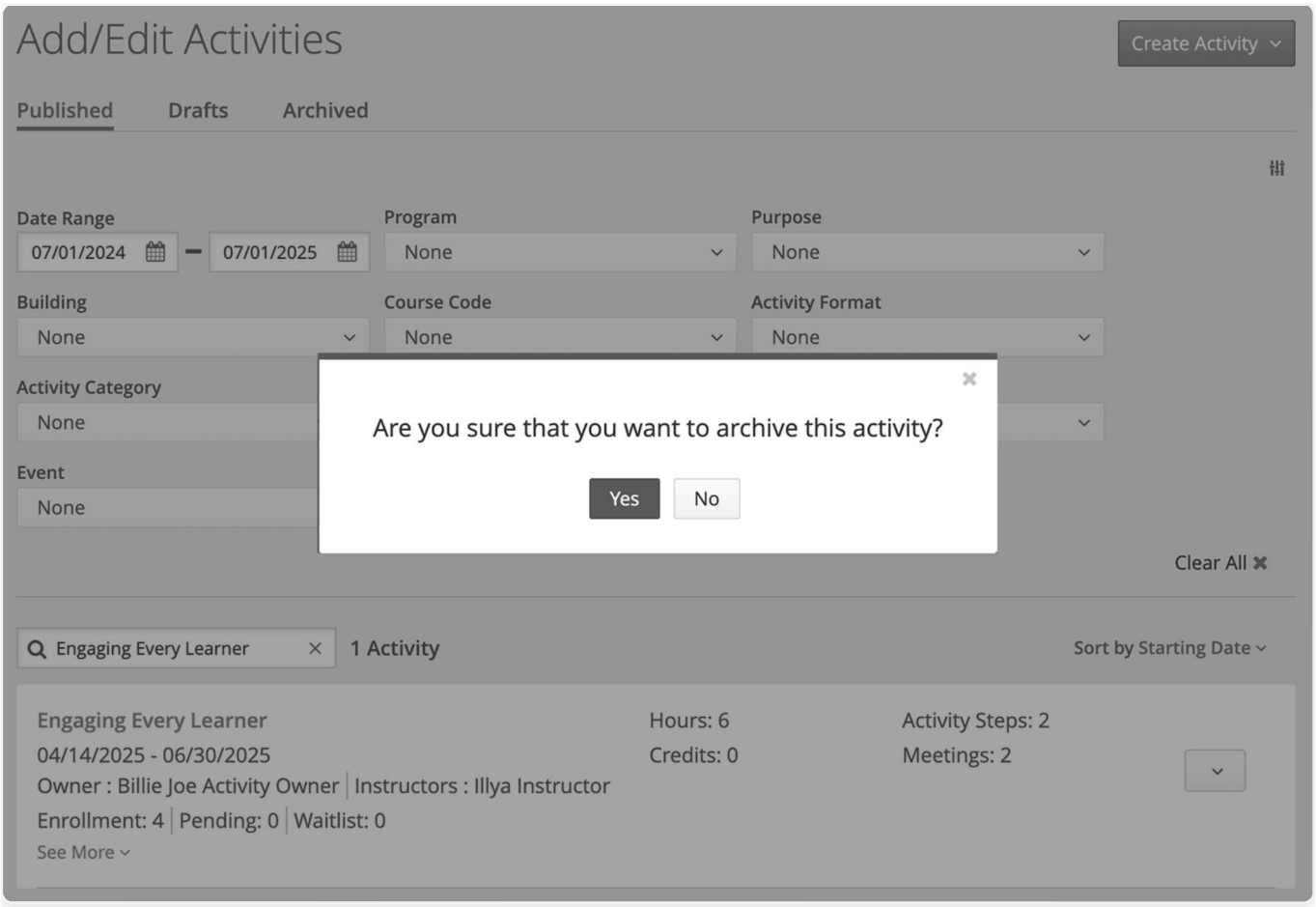
Use the navigation steps below to access the activities page and locate the activity to archive on your activity list.

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.



Select **Yes** to confirm the archive.



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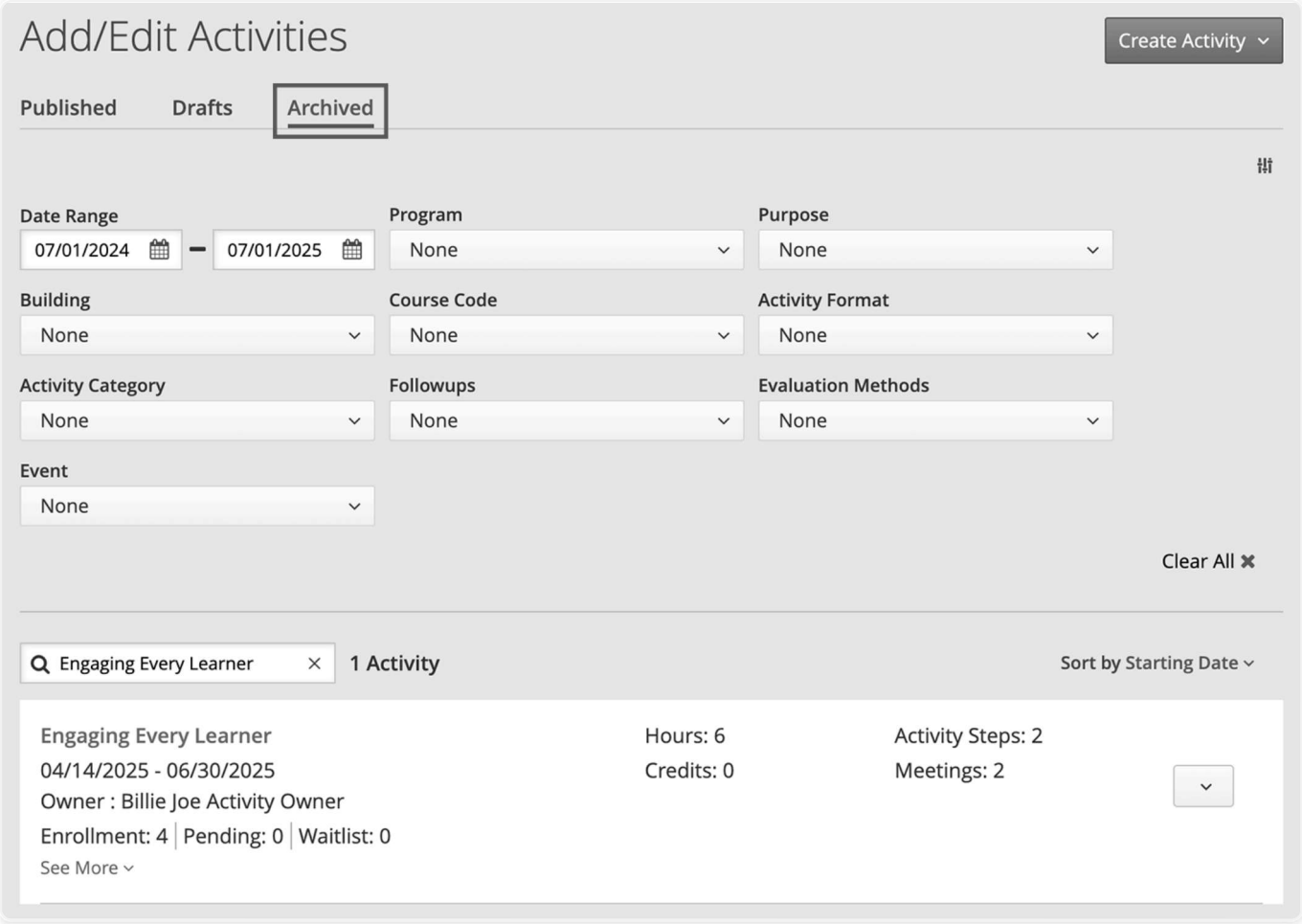

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Additional Resources: Managing Archived Activities as a Catalog Admin