

Data archiving

The archive tool can be found in the administration of courses. Through data archiving, course owners can save the results of various course elements of a course. In particular, saving results of the conducted surveys, tests, self-tests, assignments, group assignments and the course results are important elements that you should save at the end of the course.

The archiving is usually done in zip format and contains Excel files or for text formats rtf files. If the archiving includes additional files, these are provided in subfolders within the zip file.

To save the results, first click on a menu item, e.g. a specific course element type, then select a concrete element you want to archive and click on "Archive". The user will be informed by mail in case of longer saving times, e.g. for log files.

Data archiving of individual elements:

Questionnaires	Storage of old questionnaires
Surveys	All surveys of the course are displayed. The desired questionnaires to be archived can be selected and saved as a zip file.
Tests	All tests and self-tests of the course are displayed. The desired items to be archived can be selected and saved as a zip file. The zip file then contains the individual selected tests, each in an extra folder. Archived self-tests and questionnaires contain anonymized user data, tests are saved personalized and contain all test results.
Course results	Here, the final results of all assessment modules integrated in the course, such as tests, assessments, portfolio tasks, checklists and tasks from all course participants are archived bundled as a zip file. The zip file contains an xlsx file with information about the course participants as well as any documents submitted by the participants. These documents are bundled per course element and contain subfolders with the names of the participants who submitted documents. Course results contain the summarized overall evaluation of a course, not individual elements.
Tasks and group tasks	All tasks and group tasks of the course are displayed. The desired tasks or group tasks to be archived can be selected and saved as a zip file. The zip file then contains the individual selected tasks/group tasks in an extra folder. The results of the individual learners as well as the overall overview as an Excel file are then located in this folder.
Topic assignment	All topic assignments of the course are displayed. The desired elements to be archived can be selected and saved as a zip file. In the zip file, the individual selected elements are then each in an extra folder.
Log files	Here, the personalized log files of the course owners as well as the anonymized log files of the course participants can be saved for a selected period of time. Depending on the size, the creation can take some time. Afterwards you can find the logfiles in your personal, private OpenOlat folder as a zip file with an Excel spreadsheet.
Forums	All forums of the course are displayed. The desired forums to be archived can be selected and saved as a zip file. The zip file then contains the individual selected forums, each in an extra folder with a DOCX file containing all forum posts.
File dialogs	All file discussions of the course are displayed. The desired items to be archived can be selected and saved as a zip file.
Participant Folder	All "Participant folder" course elements are displayed. The desired elements to be archived can be selected and saved as a zip file. The zip file then contains the individual elements with one folder per participant, each with a submission and return folder.
Wikis	All wikis of the course are listed. The desired wikis to be archived can be selected and saved as a zip file. The zip file will then contain one folder per wiki as well as a folder with metadata for each saved wiki. For the wiki, all pages and all uploaded files are packed into a zip file. The participant folder is saved according to the folder structure of this module.
SCORM results	All SCORM course elements of the course are listed. The desired wikis to be archived can be selected and the results saved as a zip file.
Checklists	All checklists of the course are listed. The desired checklists to be archived can be selected and saved as a zip file. The zip file contains a folder for each checklist. Inside each is an xlsx file containing the results of the people who completed the checklists.
Chat history	Here the chat history can be exported as xlsx file and also deleted.
Bookings	Here the people who have booked the course are displayed, if the course has a booking method.



When you delete a course, all course data (not the course elements!) are automatically saved in your personal folder.

For more details about the recorded log files, see the chapter "[Record of course activities](#)".



Via the assignment of rights in the [member administration](#), other persons can also be given the right for the entire data archiving.