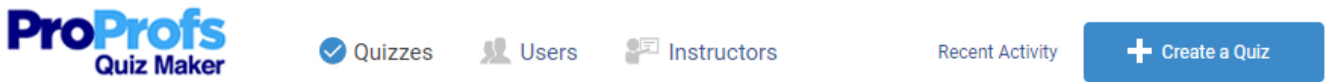


How to Archive Quizzes

After you [create a quiz](#), you may want to archive it, so it is available to you in the future whenever you need it, but is not available to your learners anymore.

Follow these steps to archive [quizzes](#):

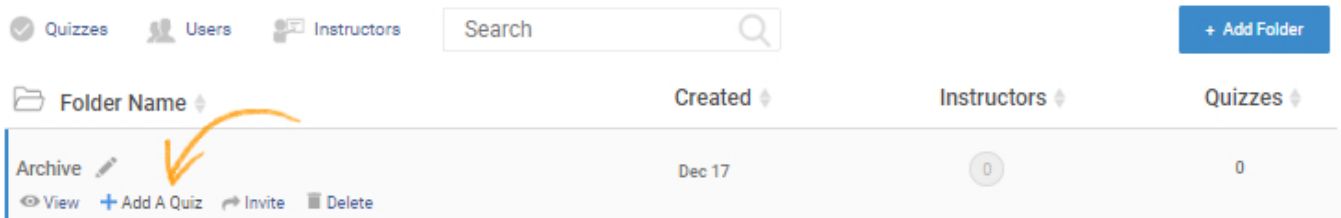
Step 1: Navigate to "Organize Folders" from your instructor dashboard.



Step 2: Click "+ Add Folder" button to create a folder named "Archive."



Step 3: Add quizzes which you want to make unavailable to your learners to the 'Archive' folder.



Step 4: Select quizzes and click the "Add to Folder" button.

Organize Folders > Add a Quiz

Quizzes Users Instructors

Archive

Search quizzes

+ Add to Folder

<input type="checkbox"/> Quiz Name	Created	Folder
<input checked="" type="checkbox"/> Comprehension Test	Nov 23, 2018	----
<input checked="" type="checkbox"/> Corporate Finance	Jul 24, 2018	----
<input type="checkbox"/> Corporate Management	Mar 27, 2018	----
<input type="checkbox"/> Fill In The Blanks	Nov 30, 2018	----
<input type="checkbox"/> General Awareness	Dec 4, 2018	----
<input type="checkbox"/> Market Research Quiz	Aug 21, 2018	----
<input type="checkbox"/> Market Research Quiz	Oct 18, 2018	----
<input type="checkbox"/> Math Quiz	Nov 16, 2018	----
<input type="checkbox"/> Radio communications	Dec 4, 2018	----

Step 5: When you have assembled all desired quizzes in the archive folder, you can make them unavailable to your learners. There are two methods to do this, use whichever is easier for you-

- Quiz availability- You can [make your quizzes available only for a specific duration](#) after which the quiz expires and is not available to your learners anymore.
- Draft mode- You may [set your quizzes in draft mode](#) so that you can access or edit them, but they are unavailable to your learners.

Related Articles:

[How to Add Images and Videos in Options](#)

[How to Add Feedback to Answers](#)

[How is Quiz Data and User Information Protected?](#)