

## Archiving My Programme on SharePoint

If you need access to this PASS Process Guide in an alternative format, please contact your School Support Coordinator in the first instance. Thank you

Please note that if you wish to enlarge any screen shots provided you can do so by pressing **Ctrl** on keyboard and scrolling in with the mouse.

### Version Table

Revision	Description	Author	Date
	Initial Draft	J Lawrie	May 2021
	Update guidance	M Orlando	July 2023

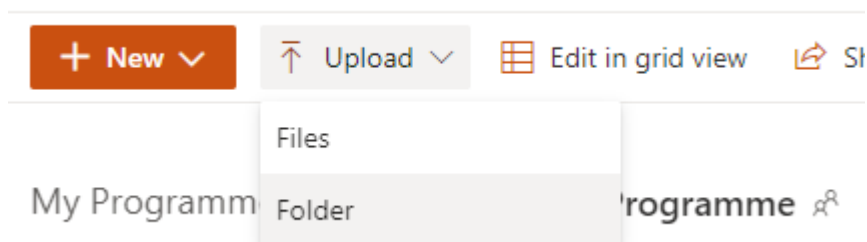
### 1. Summary and other guides this links to

The below instructions show how to save all the My Programme handbooks in a single upload on the relevant SharePoint folder. This activity is undertaken by one person for all My Programme documents and is needed on an annual basis to ensure version control and adherence to the data retention schedule.

Please note that the below links are referring to the 2022/23 session.

### 2. Step-By-Step Instructions

1. Open the SharePoint link where the My Programme files need to be archived (e.g. <https://livenapierac.sharepoint.com/sites/s3/S3E/My%20Programme%202022%202023%20archive/Forms/AllItems.aspx>)
2. From this SharePoint page, click on Upload → Folder
  - a. Note: selecting “Folder” will allow you to upload more files at once. If you select “Files”, you will only be able to upload a single file.

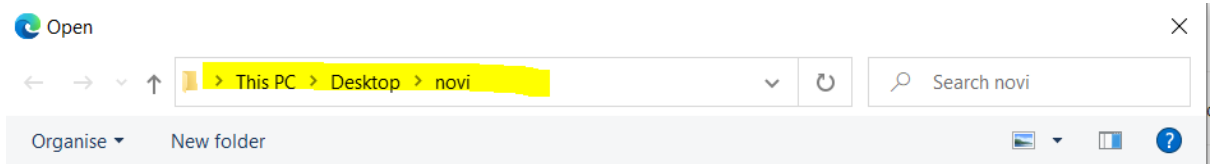


3. Change the address bar to <https://staff.napier.ac.uk/services/school-support-service/myProgramme>

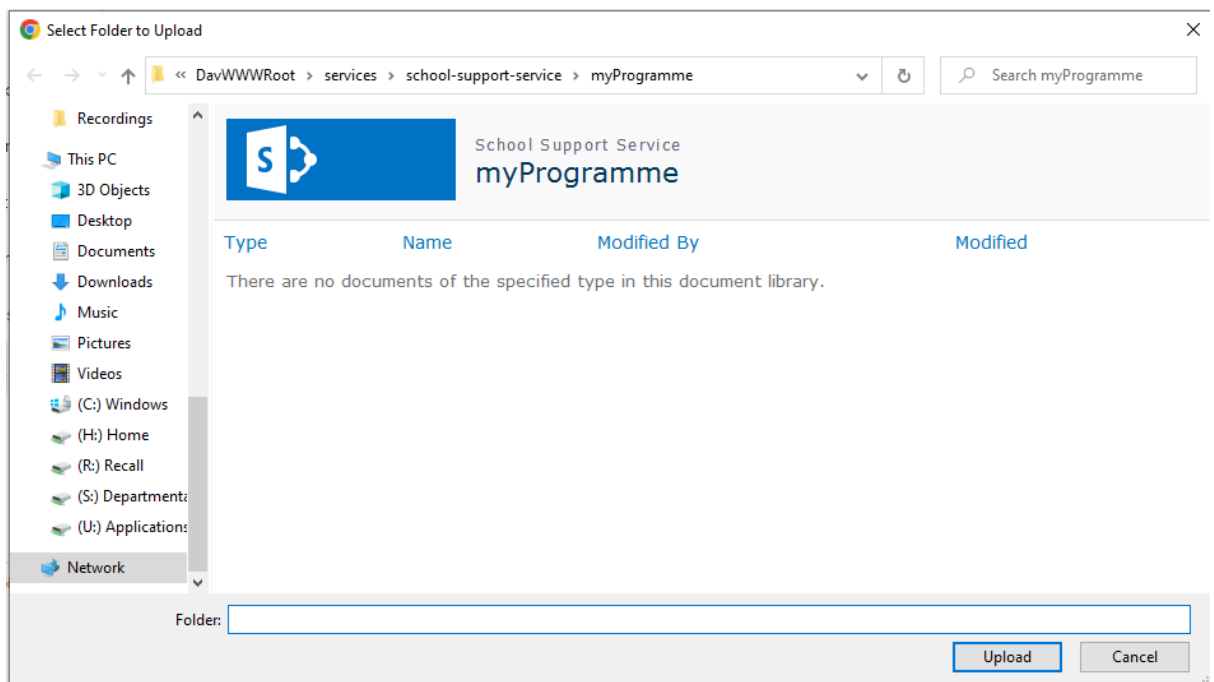
Note: if you are requested to log in, use the details in the below format:

UN: napier-mail\400xxxxx

PW: yournormalpassword

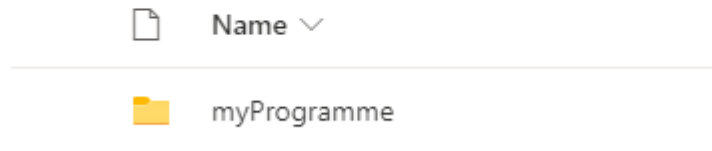


4. This will open the My Programme folder with the files from the current session (the page that is linked to Moodle).
  - a. Note: you will not see the files listed here as you are uploading the entire folder

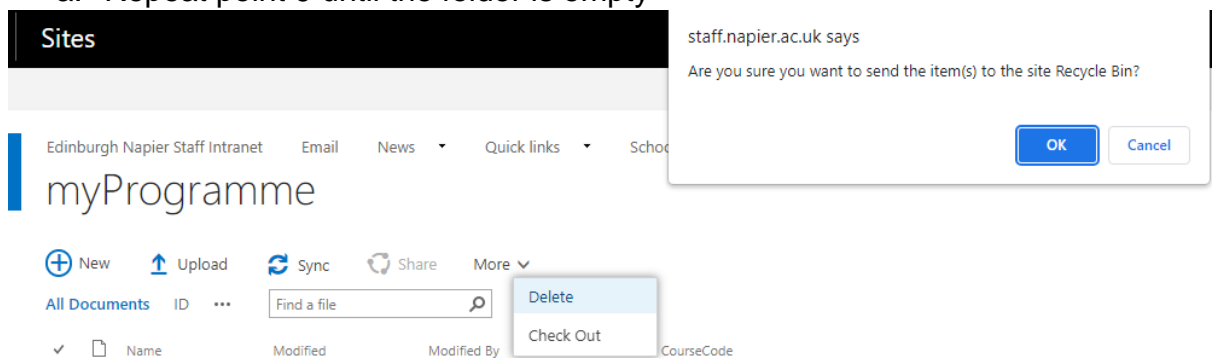


5. Click “Upload” and wait for all the files to appear in the newly created “myProgramme” folder on SharePoint archive page.

## My Programme 22 23 archive



6. Go in the newly created “myProgramme” folder → select all (use the tick function in the headers bar – next to “Name”)
7. Drag and drop all the files under the main folder “My Programme XX XX archive”
  - a. Note: you can move only 100 items at a time. You will need to repeat step 6 and 7 until the “myProgramme” folder is empty.
8. Delete the empty “myProgramme” folder as all the files are correctly archived in the main SharePoint folder for the relevant academic year.
9. Go to the <https://staff.napier.ac.uk/services/school-support-service/myProgramme/Forms/AllItems.aspx> → tick all items → open the drop down menu “More” → Delete → Ok
  - a. Repeat point 9 until the folder is empty



### 3. Additional Information

---

Ensure that all the files have been transferred before deleting them from the main source:

1. Go to the archive page
2. Go the bottom of it (allow time to the page to load and keep scrolling down until it doesn't load any more files)

Page 3 of 4 – This PASS Process Guide is designed as an electronic resource maintained through the PASS Enhancement Group. If printed it is an uncontrolled version.



3. Select all and check how many are there



4. Go in the main page where the original files are and go to the last page. This will show the total number of files in the folder.