**Archive courses that don’t have reading lists**

**Build a set of courses without reading lists:**

Go to **Admin > Manage Sets**

Select **Add Set** and choose either logical or itemized

Choose **Set content type: Courses**



Click **Next**

The courses screen includes a filter for **Associated Lists**. Choose **None** to see all courses that don’t have a reading list



From there, add additional filters as needed (course year may be helpful) and choose **Save**

**Archive the courses:**

Go to **Admin > Run a Job**

Find the **Course Bulk Update** job

Select your new set

On the Enter task parameters screen, select **Set course visibility** and choose **Archived** from the drop down:



**NOTE:** You can choose to either delete courses or archive courses from this screen. We recommend archiving because the data about the courses is preserved in analytics. In knowing that the courses existed, you could potentially build reports such as “what percentage of courses in a given department had reading lists”.

Select **Next** to review the job parameters, then click **Submit**.

**See:**

[Video](https://youtu.be/XpJlpPKqUFA): Archiving Courses in Leganto

[Documentation: Manual Jobs](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_%28English%29/050Administration/070Managing_Jobs/020Manual_Jobs_on_Defined_Sets)

[Documentation: Managing Search Queries and Sets](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_%28English%29/050Administration/080Managing_Search_Queries_and_Sets)