

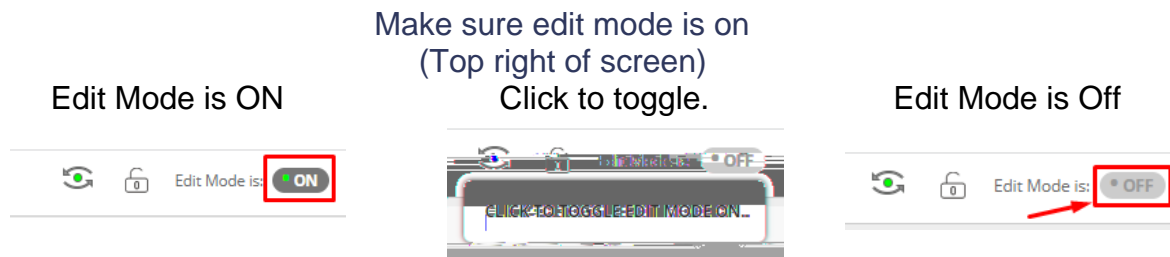
Export, Archive and Import a course

Exporting, archiving and importing a course lets you save the course for later.

Exporting: the process of saving a complete copy of your course content only, does not include user records.

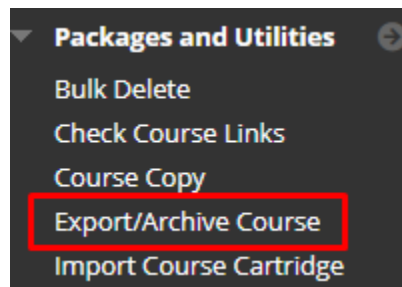
Archiving: the process of saving a complete copy of your course and user interactions such as discussion.

Importing: the process of creating a new course with an old courses export or archive.

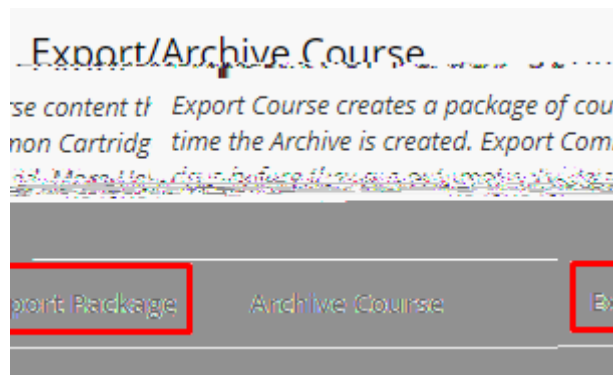


Export

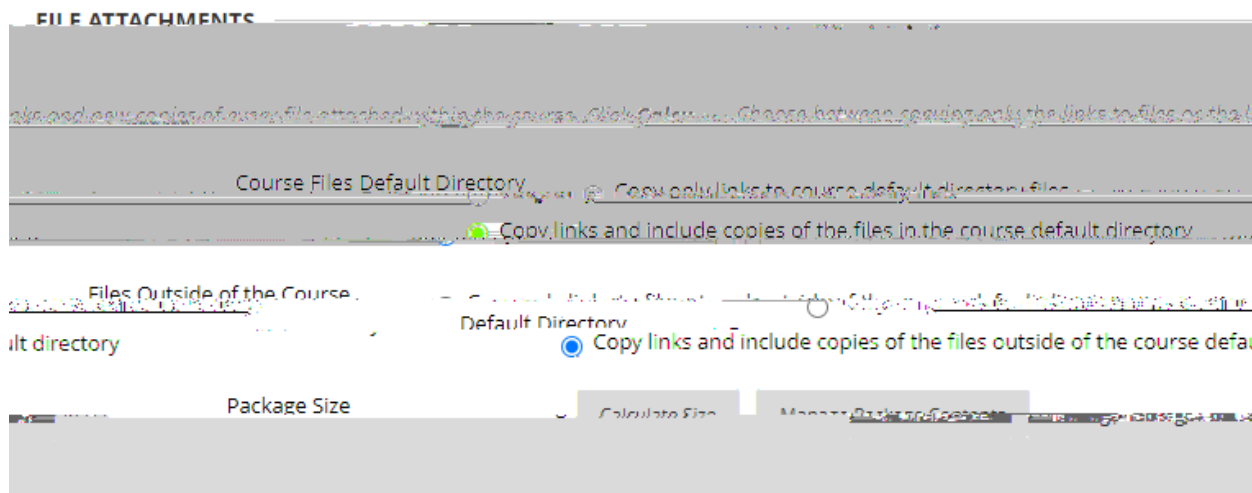
1. On the left menu click Packages and Utilities and then Export/Archive Course



2. Click Export Package

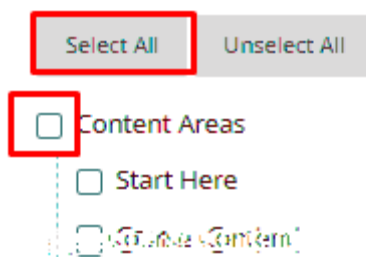


- Choose “Copy links and include copies of the files in the course default directory” and “Copy links and include files outside of the course default directory”

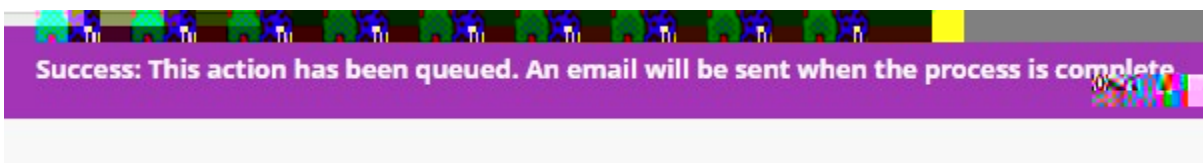


- Choose the content you wish to export.

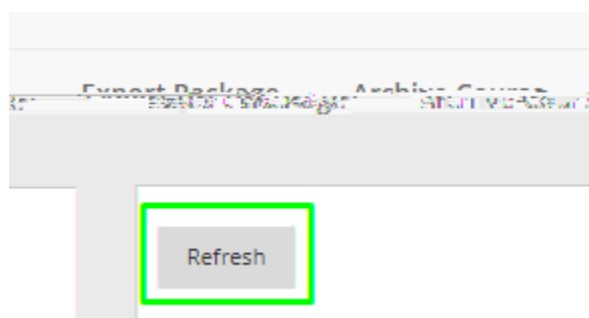
Select materials to include in the export



- Click Submit
- A success message will appear at the top.



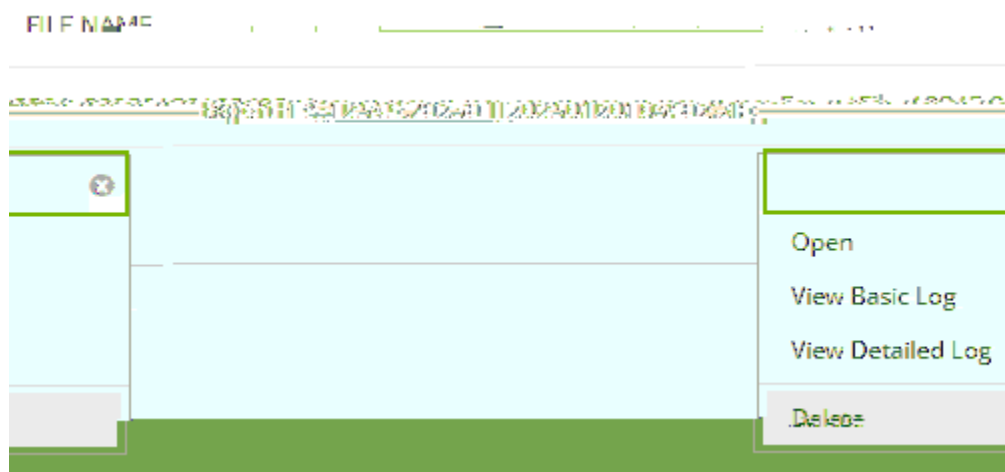
- Click Refresh



8. Keep clicking refresh until the “Date Created” time stops increasing. Larger courses will take longer to export so this time will change as the file is being saved.
9. Click on the name of the export file. It will download to your downloads folder.



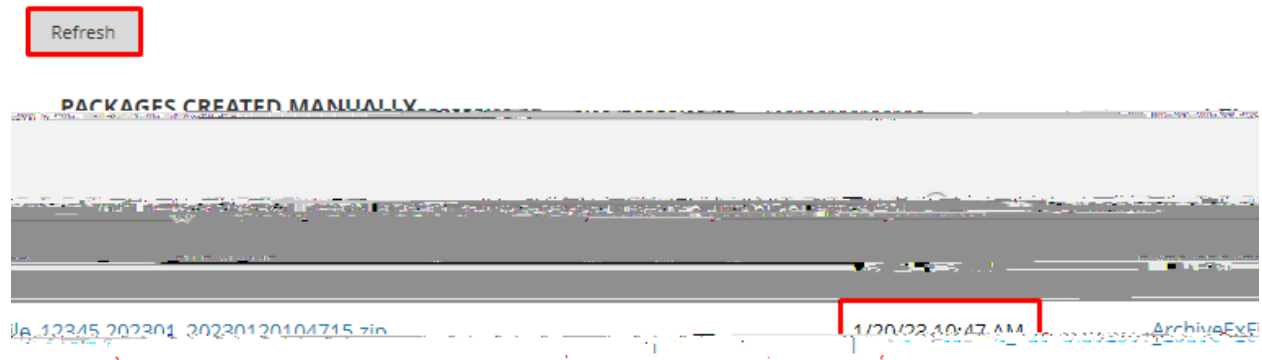
10. After downloading delete the export file.



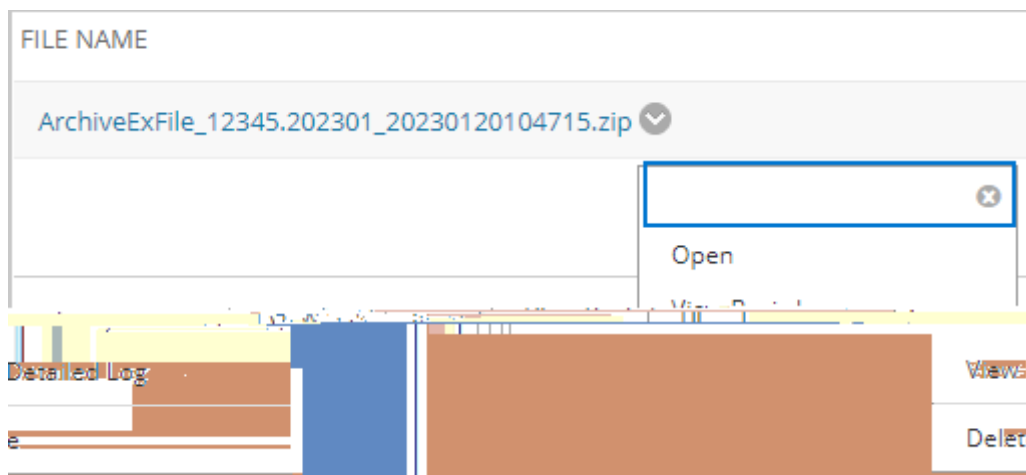
Archive

1. Click Archive Course
2. Choose if you want the Grade Center History.
- 3.

7. Keep clicking refresh until the “Date Created” time stops increasing. Larger courses will take longer to archive so this time will change as the file is being saved.

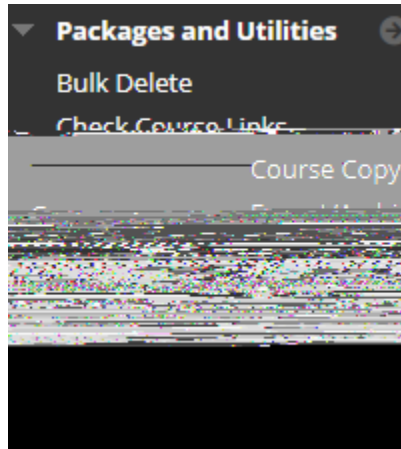


8. Click on the name of the archive file. It will download to your downloads folder.
9. After downloading delete the archive file.

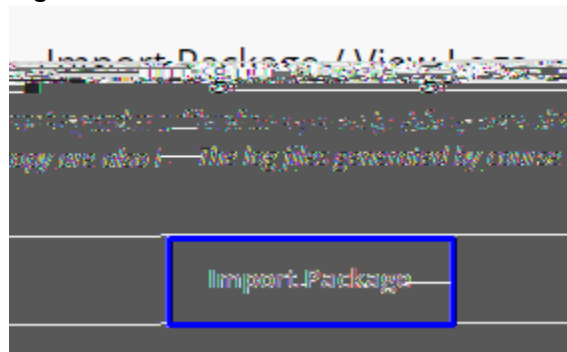


Import

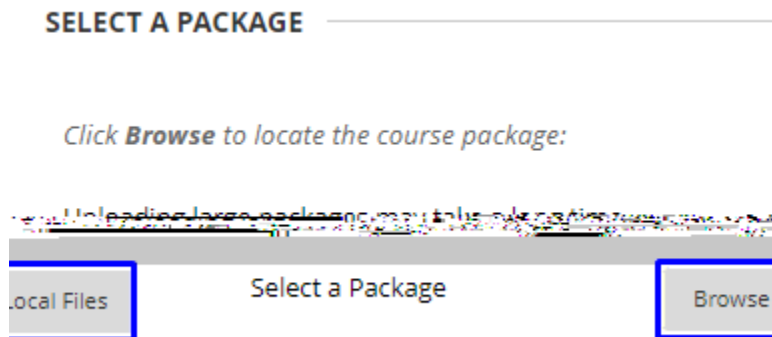
1. On the left menu choose Import Package/View Logs



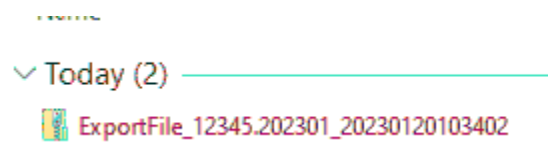
2. Click Import Package



3. Click Browse Local Files



4. Choose the Export or Archive file.



5. Select the content you want to import.

6. Click Submit.

7. A success message will appear at the top.

Interested in more educational tools? Check out our How-To Guides at:
www.ufv.ca/myclass/faculty-centre/faculty-tutorials or email us at asktlc@ufv.ca