

How to Export Course Packages

Under the Control Panel menu:

1. Click on Packages and Utilities.
2. Click on Export/Archive Course.



On the Export/Archive Course page:

3. Click the Export button.



On the Export Course page:

4. Under section 2 – File Attachments, use the following recommended settings selected.

2. File Attachments

Choose between copying only the links to files or the links and new copies of every file attached within the course that the package size does not exceed the limit.

Course Files Default Directory

- Copy only links to course default directory files
- Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory

- Copy only links to files stored outside of the course default directory
- Copy links and include copies of the files outside of the course default directory

5. Under Section 3 – Select Course Materials:

- Select the areas you would like to include under content area by simply checking a specific item, or to include all check the content area box.
- Grade Center Columns and Settings
- Settings (Banner Image, Course Guest Access, Course Observer Access, Language Pack, Navigation Settings)
- Tests, Surveys, and Pools

3. Select Course Materials

Select materials to include in the export

Select All Unselect All

Content Areas

- Start Here
- Week One

Glossary

Grade Center Columns and Settings

Group Settings

Settings

- Banner Image
- Course Guest Access
- Course Observer Access
- Language Pack
- Navigation Settings

Tests, Surveys, and Pools

Wikis

Simply check the boxes of any items of interest to include them in the export. Please note that these sections are already a part of a course; however, should you bring old information to a new course you can delete unwanted items.

- *Note:* We recommend clicking the Select All button above Content Area to check every box under section 3.

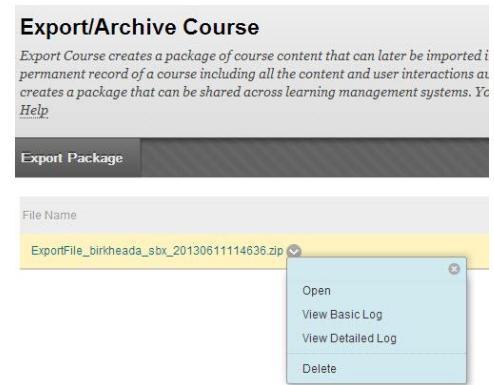
On the Export / Archive Course page, you should see a green banner that confirms the completion of the process.

Success: This action has been queued. An email will be sent when the process is complete.

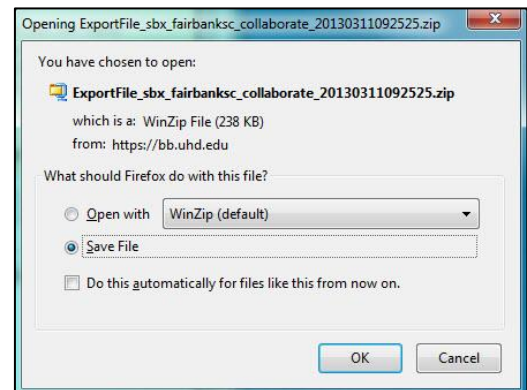
6. Additionally, an email will be sent to you when the process is complete.



7. Now that the process is completed, a zip folder will appear. Return to the Export/Archive page to download the file. Move your cursor over the action link / down arrow next to file links name and click Open.



8. A pop-up will appear. Select the Save File option and click the OK button. You will need to make sure you save this file to your desktop.



For additional support, visit <http://uhd.edu/bbhelpform>