

Export and Import

Note: For a package to serve as an exact record, including user records, use Archive instead of Export.

- Navigate to the specific course
- Enter the course's **Control Panel**
- Click **Export Course** within the course options box
- Click the **Export** button
- Check all materials included in the export (Recommend: Check All)
- Click **Submit** once

Export Course

1 Select a Course

Source Course ID: PV28

2 Select Course Materials

Select materials to include

Content

Syllabus

Assignments

External Links

Bb How To's

Announcements

- After a few minutes, an Export Course Receipt will appear, "This action has been successfully queued. An email will be sent when the process is complete."
- When the package is complete you receive an email
- After the email is received, you may open the Export / Archive Manager page and download the course package to the local computer
- To do this, hover over "ExportFile and the course ID" and click the right mouse button and select **Save As**

NOW

- Navigate to the specific course material will be copied into
- Enter the course's **Control Panel**
- Click **Import Package** within the course options box

- **Select a Package**
In step #2, click **Browse**
Navigate to the stored exported zipped file, select it once and click **Open**
- **Select Course Materials**
Check all areas
Click **Submit** once
- The import may take several minutes to complete
- When complete, this message will appear and click **OK**

Import Package

This action has been successfully queued.

Import Package

1 Course Selection

* Destination Course ID PV282.FACUL

2 Select a Package

Browse to locate the course package:
Uploading large files may take a long time

* Desktop\ExportFile_PV282.FACULTYONL

3 Folder for Content Collection Files

If the package includes Content Collection processed.

4 Select Course Materials

Select materials to include in the import p

- Content
- Adaptive Release rules for conte
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board