


Export & Import a Course

The instructions below will walk you through **exporting** a course from the 'original' Coursesites. To **import** the files to your course in the 'new' Coursesites, follow the same instructions, but select **Import Package/View Logs**. **Be sure to 'Select All' under Select Course Materials for both the Export and Import.**

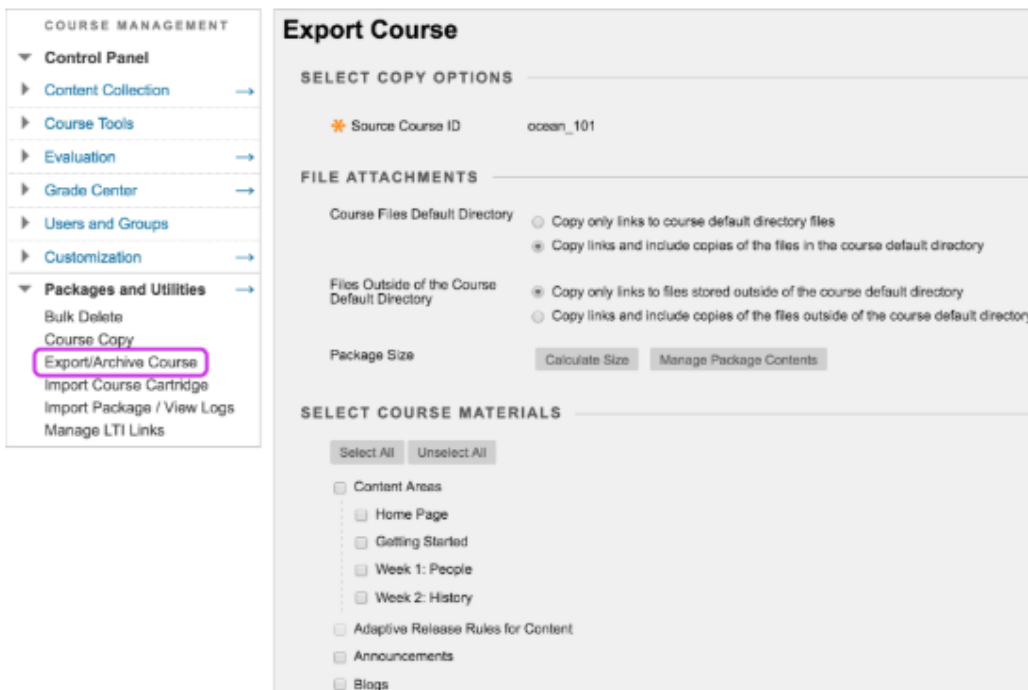
The export course feature creates a ZIP file of your course content that you can import to create a new course-without any users or user interactions with the course. The export only includes what you select from the list.

 Files within Course Files that aren't used in the course or not linked in the course aren't included when exporting.

Export packages are downloaded as compressed ZIP files and are imported in the same format. Don't unzip an export package or delete files from the package, as then the contents won't import correctly.

Control Panel > Packages and Utilities > Export/Archive Course

1. On the *Export/Archive Course* page, select *Export Package*.
2. On the *Export Course* page, include only the links to course files or include the links and copies of the course files content.
 - For *Copy links and include copies of the content*, select *Calculate Size* to be sure that the package size doesn't exceed the displayed *Allowed package size*.
 - To remove files and folders from the package, select *Manage Package Contents*.



COURSE MANAGEMENT

- Control Panel
- Content Collection →
- Course Tools
- Evaluation →
- Grade Center →
- Users and Groups
- Customization →
- Packages and Utilities** →
 - Bulk Delete
 - Course Copy
 - Export/Archive Course**
 - Import Course Cartridge
 - Import Package / View Logs
 - Manage LTI Links

Export Course

SELECT COPY OPTIONS

Source Course ID ocean_101

FILE ATTACHMENTS

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

Package Size

SELECT COURSE MATERIALS

- Content Areas
 - Home Page
 - Getting Started
 - Week 1: People
 - Week 2: History
- Adaptive Release Rules for Content
- Announcements
- Blogs

3. In the *Select Course Materials* section, select the check boxes for each course area and tool to export.
 - If you select *Discussion Board*, decide whether to include started posts for each thread in each forum (anonymously) or include only forums with no starter posts.
4. Select *Submit*.