



Exporting/Importing Course Content

This help document will provide instructions for exporting content from one course and importing it into another course. (i.e. – export content from a previous semester’s course and import into a current semester’s course instead of using the Course Copy function)

Exporting/Importing uses the following features in the course control panel:

- Export Course
- Archive Course
- Import Package

Export Course

If you wish to backup/export certain areas of your course site, you would use the Exporting Course function in the course control panel. Using the Export Course function does NOT export any student data (i.e.- grades. You will need to use the Archive Course function to backup grades and other student data. See the “Archive Course” section in this document.)



1. Select "Export Course" from the "Course Options" area in the control panel. You will be given the option to select “Export” or “Archive.” Select “Export.”
2. Select which materials you would like to include in your export package.
For example, if you wish to include all content areas, but are not interested in exporting the Announcements, you can select these areas appropriately.
3. Click "Submit" and then “OK.” You will return to the course control panel.
4. Go back into the “Export Course” area of the control panel and click on the link for the most recently created .zip file to save this export package to your desktop.
 - An export log is also displayed on this screen, and you have the option to click the link provided to view the detailed log file.
 - An exported file will have a file name which begins with “ExportFile...”
5. Select "OK" to exit the Export/Archive Manager and return to the course control panel.

Archive Course

If you wish to archive/backup your course as a whole, including student data, use the “Archive Course” function in the course’s control panel.



1. Select "Archive Course" from the "Course Options" area in the control panel. You will be given the option to select “Export” or “Archive.” Select “Archive.”
2. Click "Submit" then “OK.” You will return to the course control panel.
3. Go back into the “Archive Course” area of the control panel.
4. Click on the link for the most recently created .zip file to save the file on your desktop.
 - An archive log is also displayed on this screen, and you have the option to click the link provided to view the detailed log file.
 - An archived file will have a file name which begins with “ArchiveFile...”
5. Select "OK" to exit the Export/Archive Manager and return to the course control panel.

Import Package

In order to import exported content into a course, you will use the “Import Package” function under “Course Options” in the course control panel.



1. Select “Import Package” in the course’s control panel (make sure you are in the control panel for the course in which you’d like to import content.)
2. Find the .zip file from the exported or archive course that you would like to import by clicking “Browse.”
3. Select the Course Materials that you would like to import.
4. Click “Submit” and then “OK” to return to the course control panel.
5. Verify that the content was imported.

Tips

- ✓ Instructors may use the Import Package function to upload information into the course. For example, if they have exported a course then they may import the whole course package, or selected parts of the course.
- ✓ Export packages created with the Export Course feature are .ZIP files that contain course materials but not student data or interactions. Export packages are useful for storing content that may be used to teach the same course to different students at a later time. To create a permanent record of a course, including student data, use the Archive Course function.
- ✓ Never upload an exported course package that has been modified since it was created and downloaded. Opening the .ZIP file and changing any of the files in the exported course package will result in unstable and unpredictable behavior when the course is imported.
- ✓ Links to parts of a course that are not included in the export package will break when the links appear in the destination course. For example, if there is a link to a Test in a content area and Tests, Surveys and Pools are not exported, the link to the Test will break.