

## Export, Archive and Import a course

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

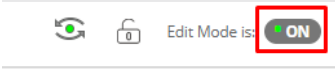
Exporting: the process of saving a complete copy of your course content only, does not include user records.

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

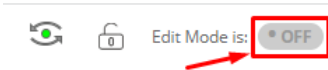
Importing: the process of creating a new course with an old courses export or archive.

**Make sure edit mode is on  
(Top right of screen)  
Click to toggle.**

**Edit Mode is ON**



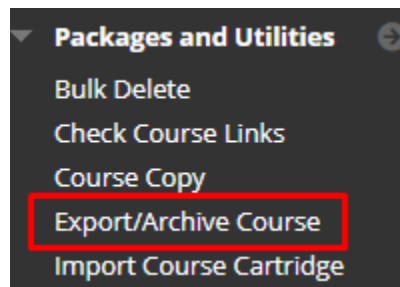
**Edit Mode is Off**



**CLICK TO TOGGLE EDIT MODE ON.**

### Export

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



2. Click Export Package

### Export/Archive Course

*Export Course creates a package of course content the time the Archive is created. Export Common Cartridge days before they are automatically deleted. [More Help](#)*

Export PackageArchive Course

- 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”

## FILE ATTACHMENTS

Choose between copying only the links to files or the links and new copies of every file attached within the course. Click **Calcu**.

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

Calculate Size    Manage Package Contents

- Choose the content you wish to export.

Select materials to include in the exp

Select All    Unselect All

Content Areas

Start Here

Course Content

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

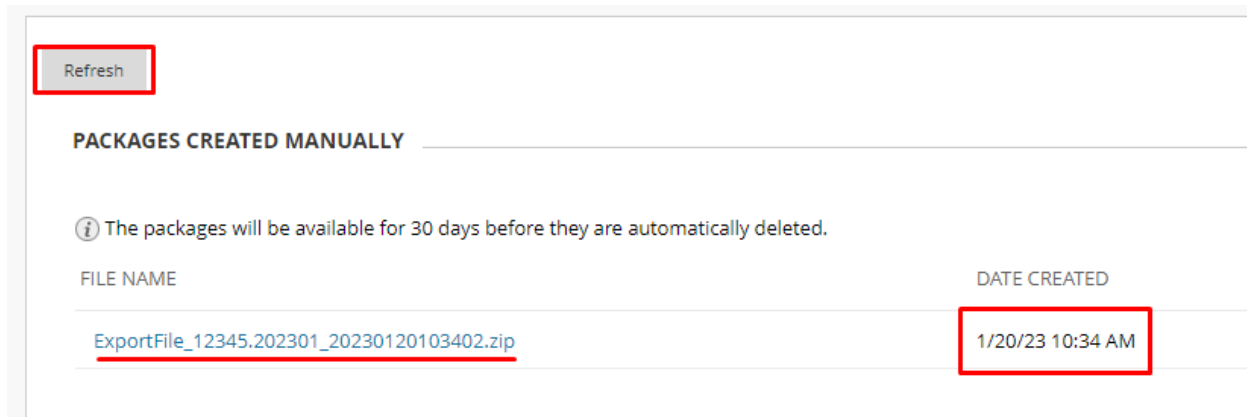
**Success: This action has been queued. An email will be sent when the process is complete.**

- Click Refresh

Export Package    Archive Course

Refresh

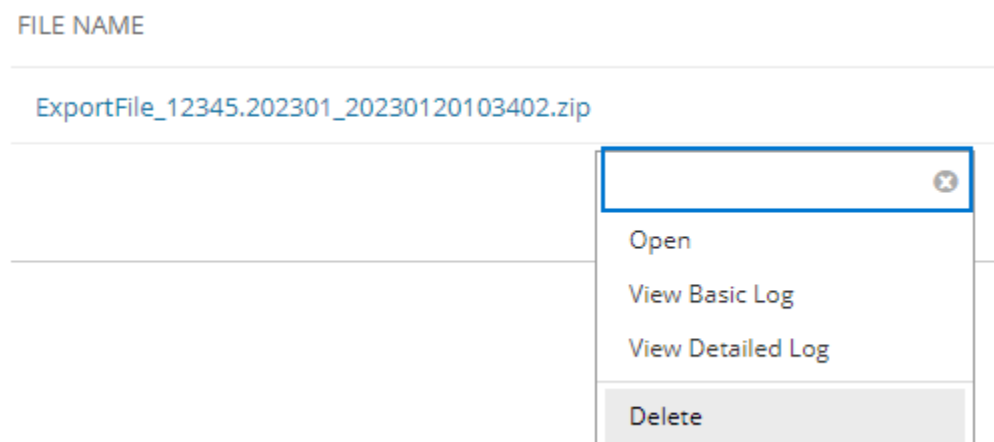
8. Keep clicking refresh until the “Date Created” time stops increasing. Larger courses will take longer to export so this time will change as the file is being saved.
9. Click on the name of the export file. It will download to your downloads folder.



The screenshot shows a web interface with a 'Refresh' button at the top left. Below it is a section titled 'PACKAGES CREATED MANUALLY'. A note indicates that packages are available for 30 days before being deleted. A table lists the packages with columns for 'FILE NAME' and 'DATE CREATED'. The file name 'ExportFile\_12345.202301\_20230120103402.zip' is underlined, and the date '1/20/23 10:34 AM' is highlighted with a red box.

FILE NAME	DATE CREATED
<u>ExportFile_12345.202301_20230120103402.zip</u>	1/20/23 10:34 AM

10. After downloading delete the export file.



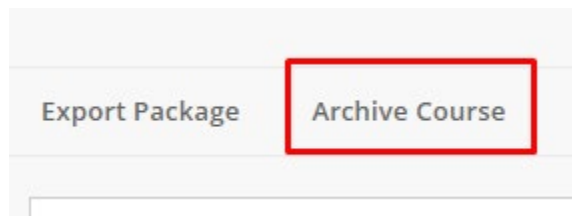
The screenshot shows a file name 'ExportFile\_12345.202301\_20230120103402.zip' with a context menu open over it. The menu options are 'Open', 'View Basic Log', 'View Detailed Log', and 'Delete'.

FILE NAME
ExportFile_12345.202301_20230120103402.zip

- Open
- View Basic Log
- View Detailed Log
- Delete

## Archive

1. Click Archive Course



2. Choose if you want the Grade Center History.
3. 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"
4. Click Submit.

### SELECT COPY OPTIONS

\* Source Course ID 12345.202301

Include Grade Center History (increases file size and processing time)

### FILE ATTACHMENTS

Choose between copying only the links to files or the links and new copies of every file attached within the course. Click **Calculate Size** to make sure 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

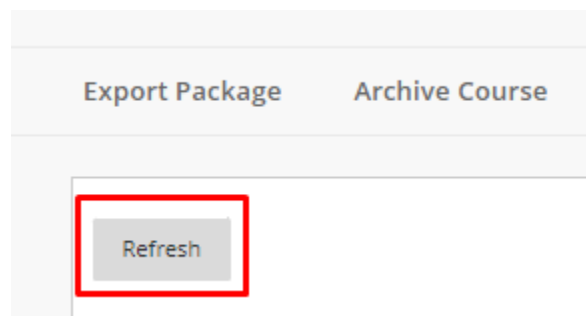
Files Outside of the Course Default Directory  Copy only links to files stored outside of the course default directory  
 Copy links and include copies of the files outside of the course default directory

Package Size

5. A success message will appear at the top.

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


6. Click Refresh



- 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.

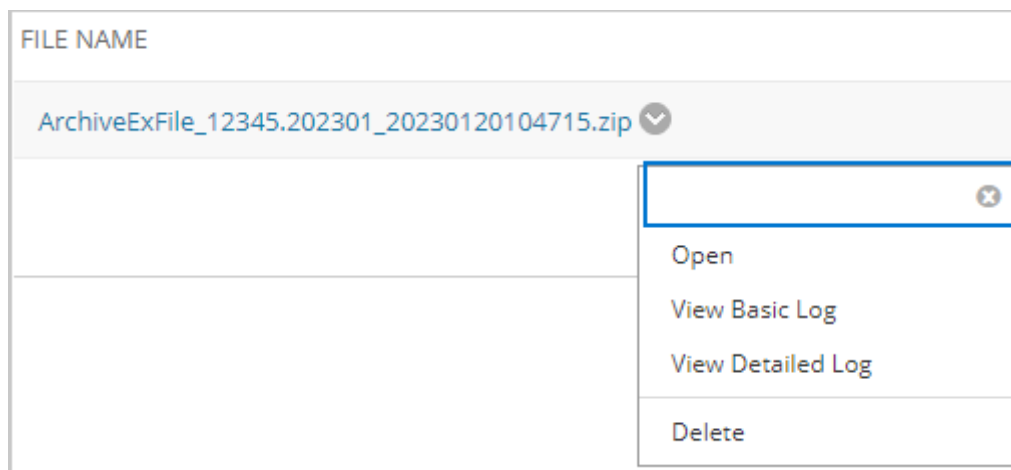
Refresh

#### PACKAGES CREATED MANUALLY

 The packages will be available for 30 days before they are automatically deleted.

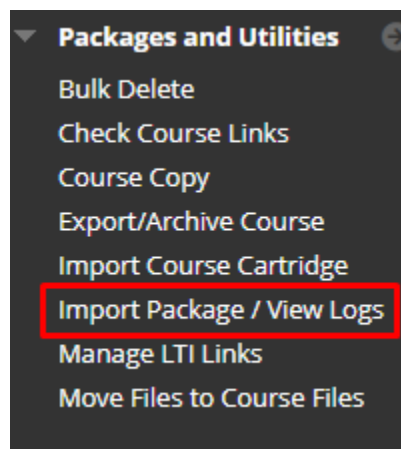
FILE NAME	DATE CREATED
<a href="#">ArchiveExFile_12345.202301_20230120104715.zip</a>	1/20/23 10:47 AM

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

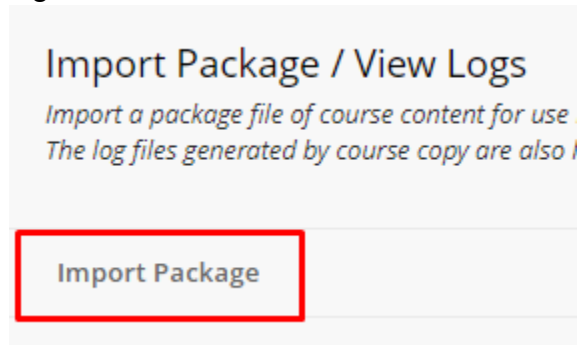


## Import

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



2. Click Import Package



3. Click Browse Local Files

### SELECT A PACKAGE

Click **Browse** to locate the course package:

Uploading large packages may take a long time.

Select a Package

Browse Local Files

4. Choose the Export or Archive file.

Today (2)

ExportFile\_12345.202301\_20230120103402

5. Select the content you want to import.

### SELECT COURSE MATERIALS

Select materials to include. To recreate a

Select All

Unselect All

- Content Areas
- Adaptive Release Rules for Content
- Announcements

6. Click Submit.
7. A success message will appear at the top.

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

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

