



EXPORTING YOUR WEBCT COURSE

EXPORTING YOUR COURSE FROM WEBCT

1. While logged in to WebCT and in the course you wish to export to eLearning, go to **Control Panel** in the upper lefthand corner of the window.



2. In the Control Panel, go to **Manage Course. Export Content**.



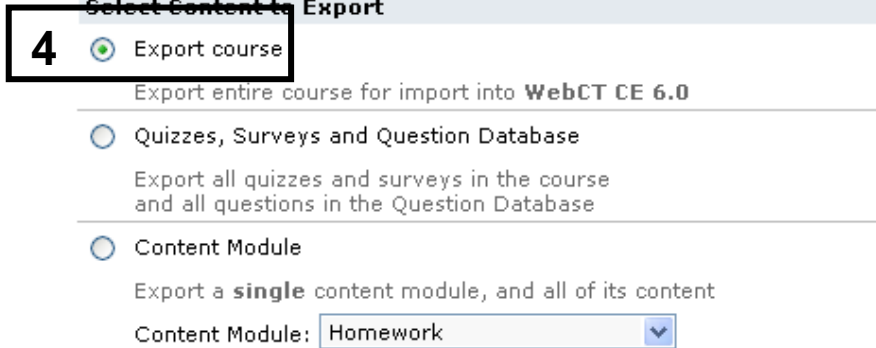
3. Choose **Export Content**.



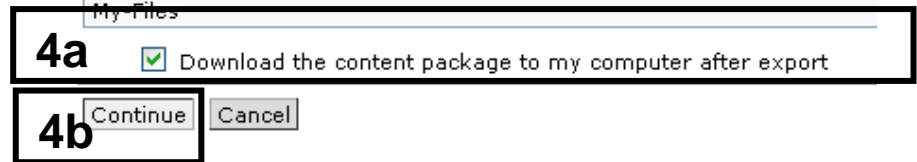
4. Select **Export Course**.
The default destination for the download is your WebCT **My-Files** area.



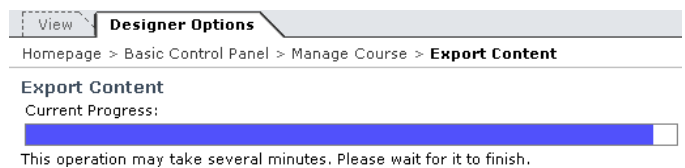
- a. Select **Download the content package to my computer after export**. If you do not select this option, you will need to navigate to My Files and download the zip file.



- b. Select **Continue**.



An Export Content progress bar will appear. **Note: THIS PROCESS MAY TAKE SEVERAL MINUTES TO AN HOUR DEPENDING ON THE SIZE AND COMPLEXITY OF YOUR COURSE, AS WELL AS THE CURRENT TRAFFIC ON THE UA WEBCT SYSTEM.**



5. When the File Download box opens, choose **Save**. If a File Download window does not appear or other problems occur with your zip file download, go to the Migration Troubleshooting guide.
6. Choose where you want the file and give it a recognizable name, particularly if you will be exporting multiple courses.
7. Choose **Save** and the file will be stored on your computer. This file is a zip file that can only be read and unzipped by eLearning.
Note: THIS PROCESS MAY TAKE SEVERAL MINUTES TO AN HOUR DEPENDING ON THE SIZE AND COMPLEXITY OF YOUR COURSE, AS WELL AS THE CURRENT TRAFFIC ON THE UA WEBCT SYSTEM. It is recommended that you limit your use of your computer while the course is being exported.
8. After the file download is complete, choose **Close** if the dialog box remains open.

9. After the course export is complete, a WebCT screen will appear with the message **Export Confirmed** and giving information about the WebCT location and filename of the exported materials. Click on **Return to Manage Course**.

View **Designer Options**

Homepage > Basic Control Panel > Manage Course > **Export Content**

Export Confirmed

Warning: Student Database Export has changed the column type of column CP - Vocabulario from quiz to numeric type.

Warning: Student Database Export has changed the column type of column C1 - Vocabulario from quiz to numeric type.

Warning: Student Database Export has changed the column type of column Evaluation 14 from quiz to numeric type.

Warning: A non-existing file /webct2/sis/webct/user/13439200610/C12/./Ch12-g1_files/filelist.xml was referenced by the exported data. Export could not pack this file into the package

Warning: A non-existing file /webct2/sis/webct/user/13439200610/C12/./Ch12-g2_files/filelist.xml was referenced by the exported data. Export could not pack this file into the package

Warning: A non-existing file /webct2/sis/webct/user/13439200610/C10/./Ch10-g1_files/filelist.xml was referenced by the exported data. Export could not pack this file into the package

Warning: A non-existing file /webct2/sis/webct/user/13439200610/C10/./Ch10-g2_files/filelist.xml was referenced by the exported data. Export could not pack this file into the package

Warning: A non-existing file /webct2/sis/webct/user/13439200610/vocab 9 .ppt was referenced by the exported data. Export could not pack this file into the package

Entire course has been successfully exported to the folder **My-Files** in Manage Files. The package filename is **13439200610_COURSE_20070529160841.zip**.

For information on importing the course into WebCT CE 6.0, click Help.
[Return to Manage Course](#)

After the course export process is completed, an **Export Confirmed** window will appear.

It is normal for there to be **Warning** messages when your course is exported. These can be caused by missing files, broken links, and certain aspects of the export process.

10. To delete the export file from My Files once it has been saved on your computer:
 - a. Navigate to **Control Panel > Manage Files > My Files**.
 - b. Check the box next to the zipped export file.
 - c. Choose **Delete** from the tools on the righthand side of the window.
 - d. Choose **Delete** on the Delete Files confirmation screen.

Exported course files (i.e. the zip file produced when a WebCT course is exported) cannot be imported into eLearning if the file size is larger than 1000 MB. If you need assistance determining or reducing your file size, please contact the eLearning team at elearning@ua.edu or 348-ELEARN (3532).

For further opportunities to learn about eLearning, contact the eLearning Team at 348-ELEARN (3532) or elearning@ua.edu and visit the Faculty Resource Center at <http://frc.ua.edu>.

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