

Export your Course from Campus Edition

NOTE

If you only want to move quizzes to Vista, see http://webctinfo.unm.edu/faculty/conversion/export_quizzes.pdf

If you only want to move an individual content module to Vista, see http://webctinfo.unm.edu/faculty/conversion/export_content_module.pdf

If your WebCT Campus Edition (CE) course had files on organizer pages, you can:

- Replicate your (CE) course structure using the “export entire course” process below
- Copy the actual files to your WebCT Vista course using the instructions at http://webctinfo.unm.edu/faculty/conversion/copy_files.pdf and rebuild the links to the files either in folders or learning modules
- Place the files in one or more content modules in your WebCT Campus Edition course and then follow the steps at http://webctinfo.unm.edu/faculty/conversion/export_content_module.pdf to export the content module(s)



Watch the [Export from CE](#) tutorial

1. Using the Designer Options tab, click **Control Panel** in the upper left corner
2. On the control panel screen, click **Export Course** under **Manage Course**

Start by clicking Control Panel

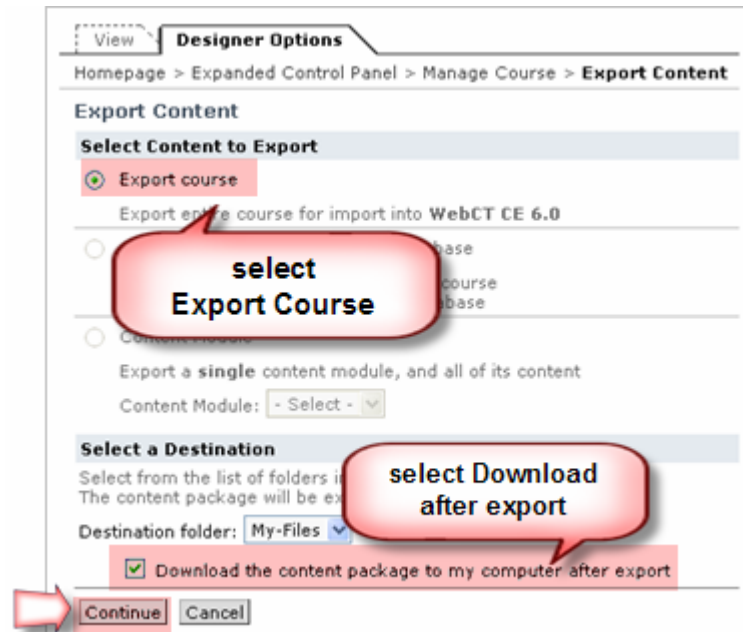
Under Manage Course, click Export Content

You are about to create a zip file that will be stored in My Files (under Manage Files).

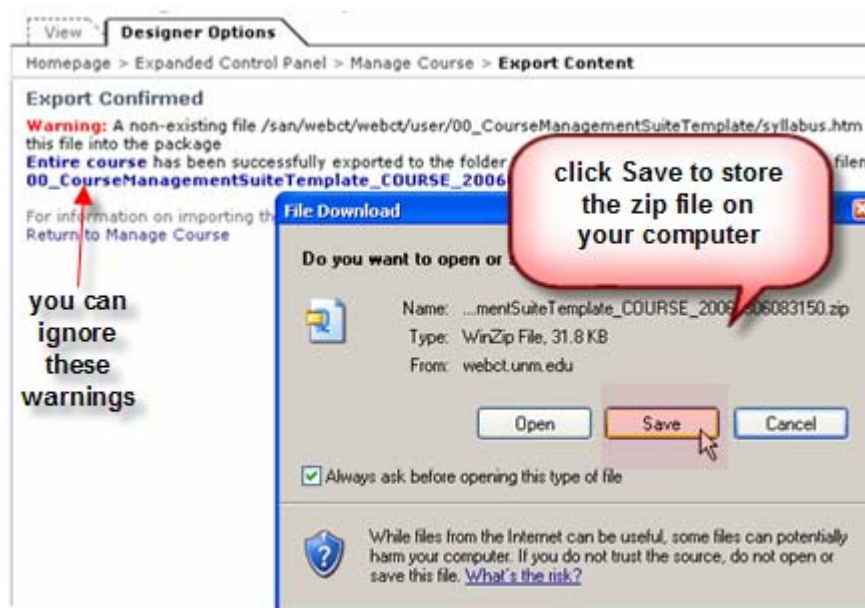
3. Select **Export Course**

4. To save time, select **Download the content package to my computer after export** – this will keep you from having to go to My Files to download the zip file.

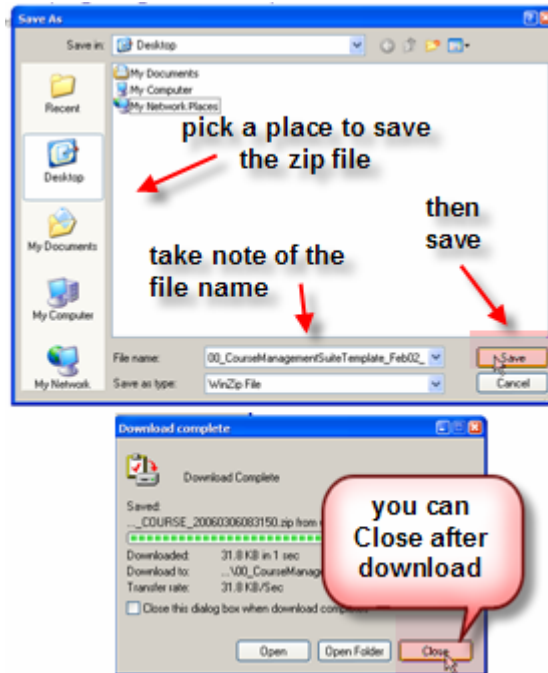
5. Click **Continue**



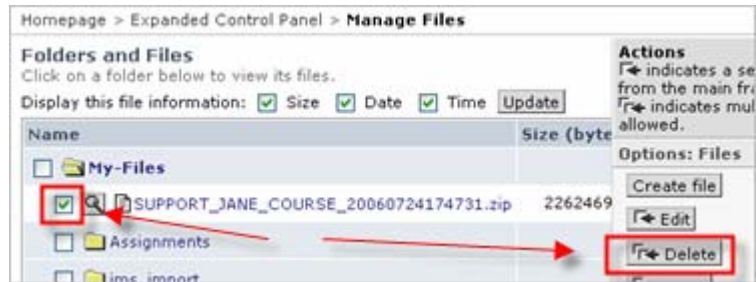
6. In the **File Download** box, click **Save**



7. Decide where to save the zip file on your computer
8. Make sure you will recognize the file name later
9. Click **Save**
10. After the download is complete, click **Close**



11. Before leaving your Campus Edition course, delete the export file from My Files



You now have a zip file that can be used by Vista. You cannot open this zip file to use the materials within; it is a special zip file recognized only by Vista.

Proceed to **Import your CE course into Vista.**