

## Import your Course into Vista

- IMPORTANT**
- **DO NOT PASS BY THE INITIAL SCREEN IN YOUR SECTION – THIS IS BEST PLACE TO IMPORT YOUR CE COURSE**
  - **IF YOU HAVE ERRORS DURING THE IMPORT PROCESS, BE SURE TO PRINT OR SAVE THE IMPORT LOG (see the instructions below for details)**

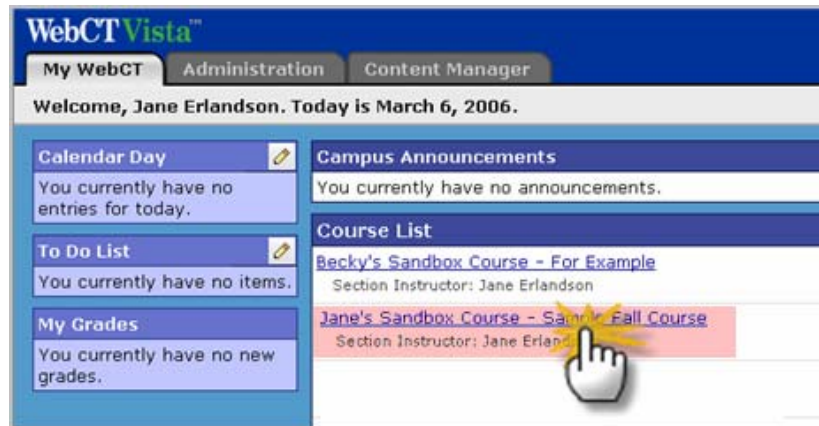
**NOTE** The conversion process may be slow if you have a large number of files or large files in your CE course. The Content Import Progress screen may even appear to have stalled. Please be patient.



Watch the [Import into Vista](#) tutorial

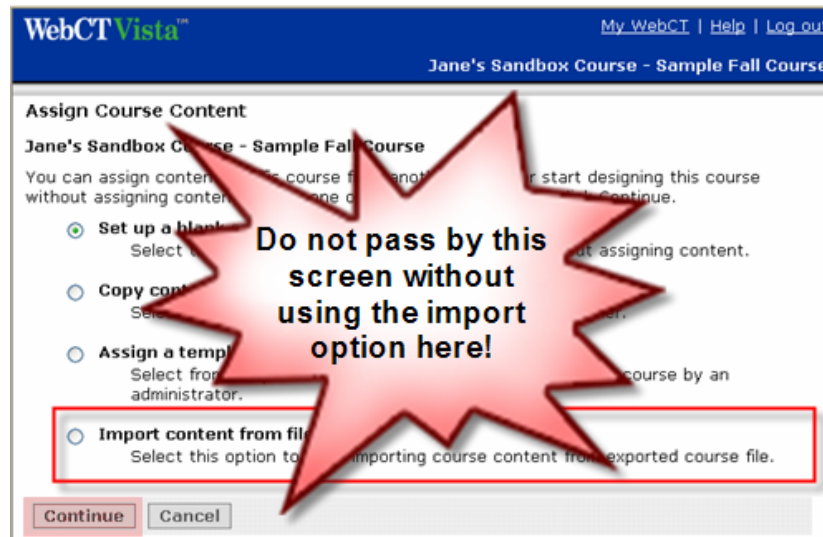
1. Enter **WebCT Vista** using the link at WebCT's login page at [vista.unm.edu](http://vista.unm.edu)
2. Enter your UNM NetID and password
3. On the **My WebCT** tab of the next screen, click the link for your new section

**The next step is important to the file structure of your new section**



4. Select **Import content from file**

- If you are not ready to import, click **Cancel**
- If you do not see this screen, see the alternative import option at the end of this document



5. Click **Continue**

**Completing this step properly will allow you to find your files easily in the future.**

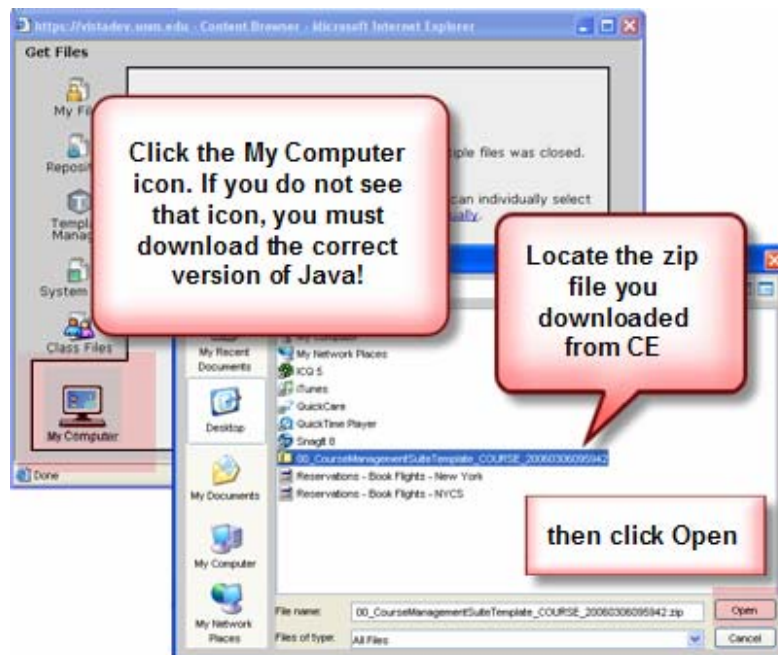
**If you no longer have access to this screen,** you can continue with the instructions below by selecting **Import** from the Manage Course screen. Your files will be stored with a folder titled "Imported Resources". You may move your files out of this folder and retain the links on folder and learning module pages.

6. The *Content Browser* window appears. Click the **My Computer** icon

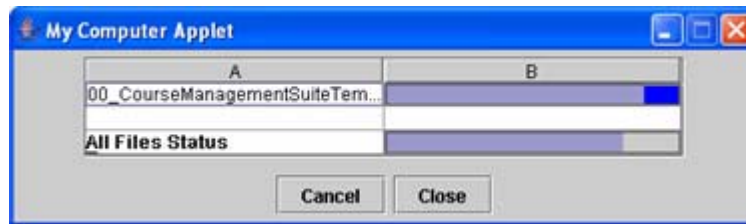
If you do not see that icon, you do not have the correct version of Java installed for this browser

7. Locate the export file from your CE course

8. Click **Open**



You should see a small window like this, indicating that Vista is opening the zip file.



Vista knows what kind of file you have imported and how to put it to use in your Vista course.

9. You will be able to watch Vista read and distribute the elements of your CE course. This process may be very slow if you had large files in your CE course; it may even appear to have stalled. Please be patient.

10. Look at the last line – are there any errors or warnings?

11. If there are errors or warnings, click **View Import Log**. It will appear in a separate window – print this page or save it for future reference

12. Click **Return**

Your location: My Files

### Content Import in Progress

This task could take several minutes to complete. The content will be imported.

**Import activities:**  
You are currently importing 00\_Cour...

- Unpacking content package (could take several minutes)...
- Content package unpacked. Starting to import...
- Found new folder. Start processing...
- Found new folder. Start processing...
- Folder "Links" created.
- Found new folder. Start processing...
- Folder "Communication Tools" created.
- Found new Chat/Whiteboard room(s). Start processing...
- Chat/Whiteboard room "Room 1" created.
- Chat/Whiteboard room "Room 2" created.
- Chat/Whiteboard room "Room 3" created.
- Chat/Whiteboard room "Room 4" created.
- Chat/Whiteboard room(s) processing done.
- Found new discussion category. Start processing...
- Discussion topic "Main" created.
- Discussion topic "Announcements" created.
- Discussion topic "Questions for the Instructor" created.
- Discussion category processing done.
- Found new folder. Start processing...
- Folder "Files" created.
- Found new syllabus. Start processing...
- Found new assignment project(s). Start processing...
- Assignment project(s) processing done.
- Found new folder. Start processing...
- Folder "Instructor Help" created.
- Found new folder. Start processing...
- Folder "" created.
- Found new media library collection(s). Start processing...
- 1 media item(s) added.
- Media Collection "Glossary" added.
- Media Library collection(s) processing done.
- The content package was imported with 1 error(s) and 1 warning(s).

Return View Import Log

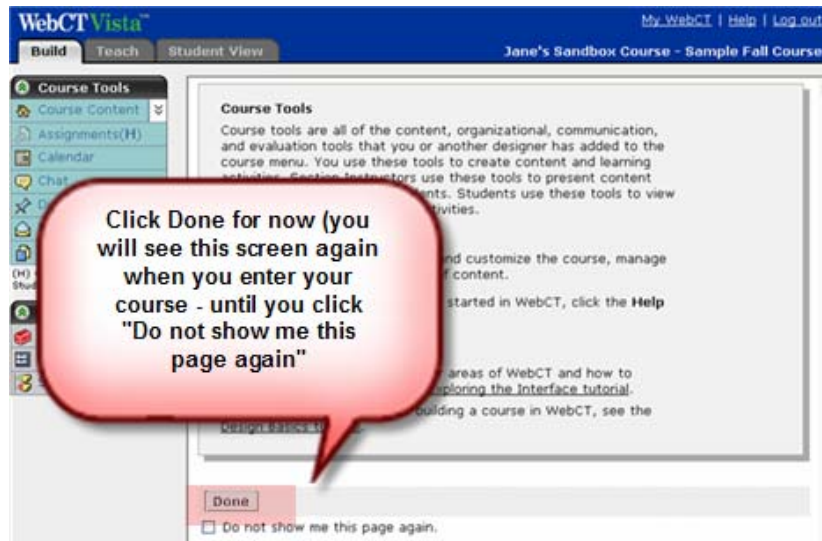
**You will be able to watch Vista interpret your import file. You can read what Vista does with your CE elements if you like.**

**this last message tells you if you have any errors**

**Click here to View and print the Import Log**

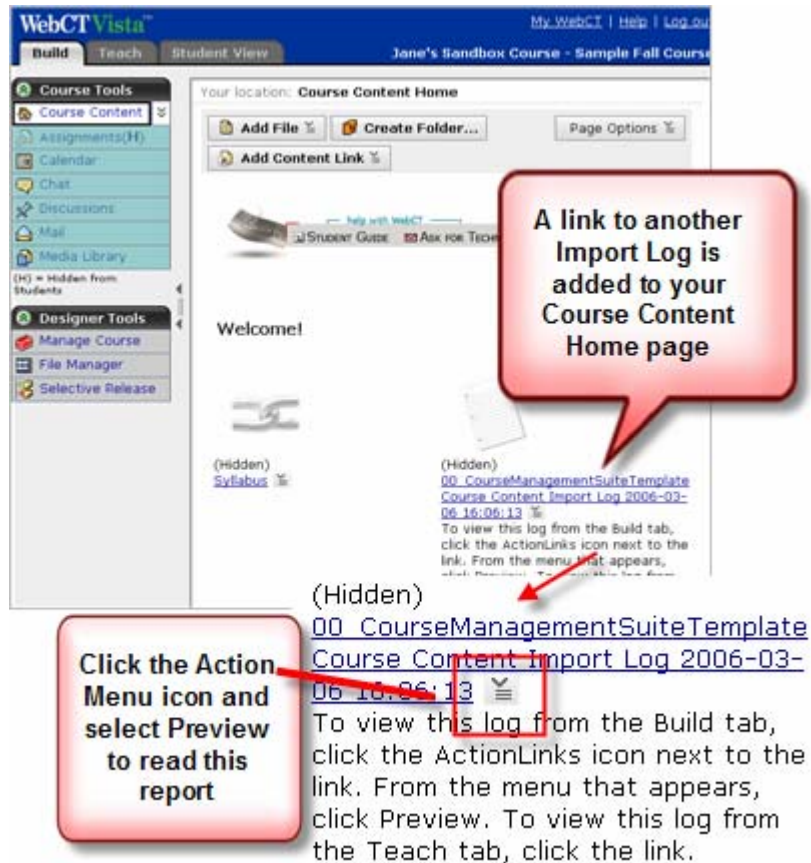
**IMPORTANT – if you do not click View Import Log now – you will not see this information again. You may also wish to print the whole page if there are errors.**

13. Right now, you can click **Done**. You will be able to use the help information on this screen again, the next time you enter your Vista course.



14. Vista will place a link to another Import Log on your Course Content Home page (called the homepage in CE)

15. To view the report, click the **Action Menu** and select **Preview**. It will tell you generally where everything went in your course.



Now that you have imported your Campus Edition course, you may wish to review the following documents [Find content](#), [Get your course ready for students](#) and [Leverage WebCT Vista Features](#).

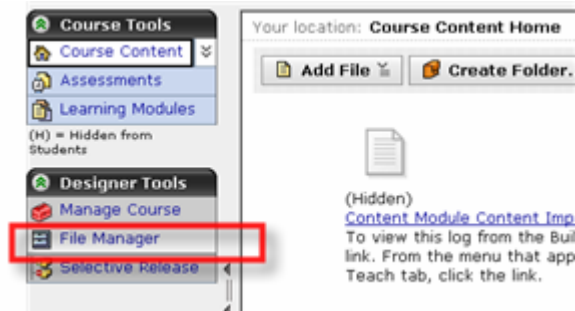
## Cleaning up

The import process stores the export file in an area of WebCT Vista called "My Files", which is associated with your UNM NetID.

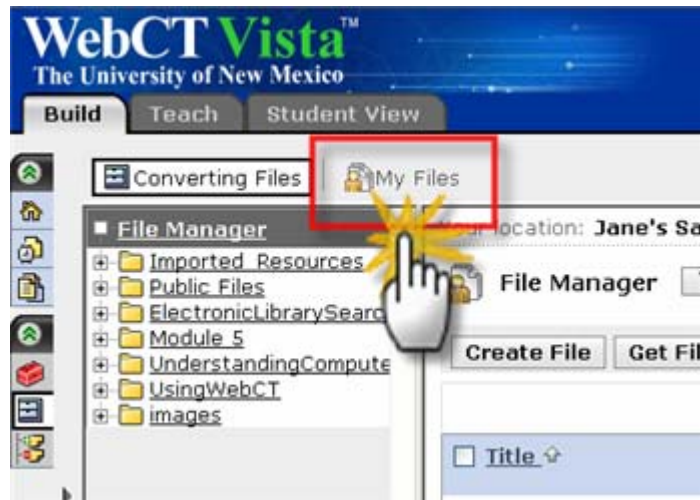
If you do not delete the export file, you stand the chance of exceeding your allotted file space in "My Files" which may prevent you from doing future imports.

(File space limitations associated with My Files do not apply to any of your WebCT Vista sections.)

1. To delete your export file from My Files, start by clicking **File Manager** in the **Build Tab Designer Tools**



2. Click **My Files** above the File Manager area



3. Select the file you wish to delete and click **Delete**

You will be prompted to confirm the deletion.

