Export course / Import course

Fact sheet and Tick sheet

Why Export and Import?

In the previous version of clickUP e-support could create an exact copy of your previous year's course, i.e. if I wanted to re-use the course which I used in 2012, I would request a module to be created based on the 2012 module. As from the first semester 2013, e-support will not be able to make a copy of your course anymore. All courses will be created by default as blank courses and you will have to:

- Make a backup of your 2012 course (called Export)
- Import that into your 2013 course.

The purpose of this tick sheet is to assist you through the process of Exporting and Importing.

The main reason why you want to create a copy of your previous year's course, is so that you can easily just over write the old content with the updated content in the Content Collection. If you keep the file names the same, then you don't even have to update any links! It is suggested that on your computer that you create different folders for each year and then just copy the 2012 folder to a 2013 folder and start changing and updating in that folder. Therefore you will still have a "backup" of your previous used content but will easily be able to update the work for the new year.
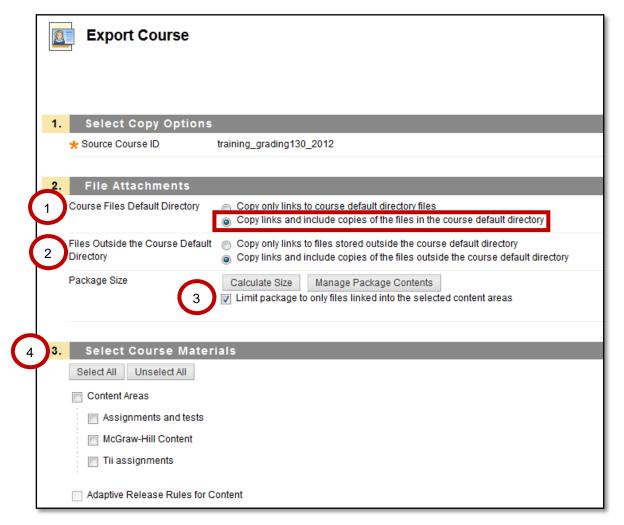
This process consists of 6 steps:

1. In the current course: Export Course
2. Email received that Export has been completed
3. In the current course: Save the .zip file to your computer's hard drive – DO NOT DO THIS AT HOME!!
4. In the new course: Import Package
5. Email received that Import has been completed
6. In the new course: Update files in the Content Collection and add tools (as required)

1. Export Course
In the original course

Take the following steps:

- From the Control panel, click on the **Packages and Utilities** link
- Click on **Export/Archive**.
- For this purpose it is suggested that you use the Export option so that you will only copy the content, tools and settings over to the new course (Archive will take all the previous year's student data with – you don't want that now! You want a "clean" course). Click on **Export course**.
- Complete the form according to your needs (see explanation on the next page)
- Click on **Submit**
- You will now have to wait for an email from the system when the Export has been created. To help you with the process, refer to the tick sheet (last page) and click on the first step.

1. Select the second option to take the files with. If you select the first bullet, links will be made from the new course to the previous course which will become a problem of where to update the new content.
2. Here you have to decide if you made links to files which are in other courses. If so, you can either keep the links OR cop it into your new course. But then you have to update it in two places....
3. The package size is important. Decide whether you have additional files which you did not make visible for the students and if you still want those files to be copied into your new course or not.
4. Select all the tools and Content pages and settings which you want to take over to the new course.

2. Email received that Export has been completed

When you receive this email, tick it in the tick sheet. This may take several minutes/hours – depending on how busy the server is. You are now ready to start the Import.

3. Save the .zip file to your computer's hard drive – DO NOT DO THIS AT HOME!!
In the original course

Because of the file size of the package it is advised that you rather save the file when you are working on campus. In order to save the file:

*   From the Control panel, click on the **Packages and Utilities** link
*   Click on **Export/Archive**
*   You should now see a .zip file name displayed. Click on the .zip file
*   Click on **Save**
*   Select the destination on your hard drive that you would like to save the file to.

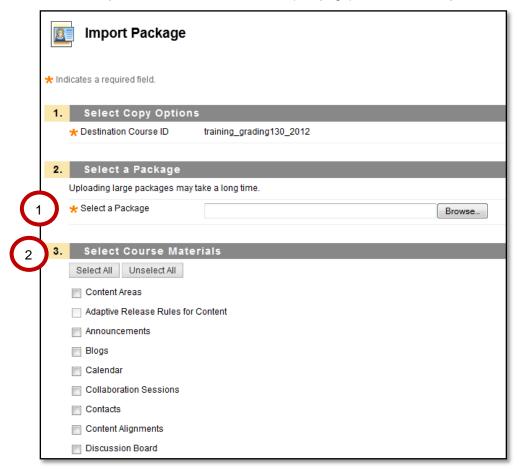Remember to make your tick on the tick sheet when you have done this step.

4. Import Package
In the new course

Take the following steps:

- From the Control panel, click on the **Packages and Utilities** link
- Click on **Import package / View logs**
- Click on **Import package**
- Complete the form according to your needs (see explanation on the next page)
- Click on **Submit**
- You will now have to wait for an email from the system when the Import has been completed. To help you with the process, refer to the tick sheet (last page) and tick this step.

1. Click on the Browse button to browse to your computers' hard drive to the file which you saved in step 3.
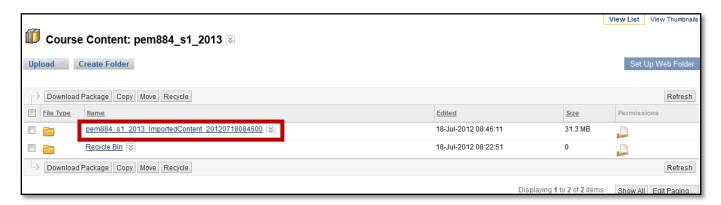2. Select all the Tools and Content pages and settings which you want to include in the new course.

5. Email received that Import has been completed

When you receive this email, tick it in the tick sheet. This may take several minutes/hours – depending on how busy the server is. You are now ready to start updating your new course.

6. Update files in the Content Collection and add tools (as required)

In order to do your updates, you will see in the Content Collection that there is a folder which contains all the imported content. Go to that folder and over write those files so that your links remain intact.

When you are done, log in as a demo student and check if all the links are still working.

Tick sheet

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Step	**Done**
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3. In the current course: Save the .zip file to your computer's hard drive – DO NOT DO THIS AT HOME!!	
4. In the new course: Import Package	
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Module code:	
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