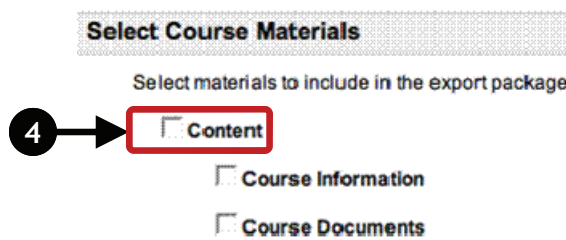
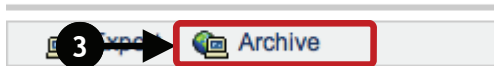


Exporting a Course

The Export/Archive Course Utility (found in the Control Panel of your CourseVU course site) allows you to save your course materials for use in future classes. **Export** allows you to pick and chose what you want to save from your while **Archive** saves everything posted in the course site, including student information, grades, and content. Once completing the process, you will have a zipped file that can be saved and imported into future CourseVU classes. This tip sheet handles **Exporting a Course**.

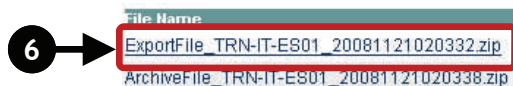


Export/Archive Manager



Submit

Click **Submit** to finish. Click **Cancel** to quit.



Login to CourseVU and select the course you would like to export or archive from your list of classes.

➊ Click on the Control Panel link on the left side of the screen.

➋ Click on the Export Course link within the “Course Options” box on the lower left side of the screen. *(This link is used for both exporting and archiving courses.)*

➌ Click on the Export icon to start the process. *(Remember, “Export” allows you to pick your content and “Archive” takes all the content and student information.)*

➍ The next screen prompts you to select the items that you would like to export. Click on the checkboxes to select items you would like to keep.

➎ Click on the Submit button to continue. On the next screen, click the OK button.

The export process may take several minutes to create your file. Once the file is created, it will be listed on the “Export/Archive Manager” page *(follow steps 1-3 to return to this page)*. Your export package will be in the list. ➏ Click on the newly created link to save the zipped file on your computer.

NOTE: Files must be saved outside of CourseVU or they will be deleted during scheduled system purges.