

Exporting a course from WebCT Campus edition to Vista

The best strategy for putting a course in Vista is to build it from an empty shell. This will assure that only the course components you want are enabled and that you understand how all the tools work. But if you can't take the time you can bring it all over using this method.

1. Log in to WebCT Campus edition (webct.uvsc.edu)
2. Click on the course name to enter the course you wish to export
3. Click Control Panel in upper left of page

Control Panel

4. Click Manage Course

Manage Course

then Export Content

Export Content

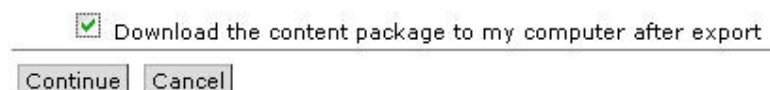
Or Click export content under Manage course if you have the expanded control panel



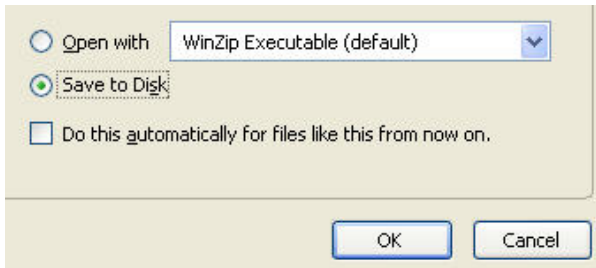
5. Select export course
- Export Content**



be sure to select save after download before proceeding



6. Click Continue. Then save to disk.



Note: If you are using internet explorer, it will require you to allow downloads and you will have to attempt this again. **Also be sure you note the filename, or rename it so you can remember what course it is.**

7. Select a download location you will remember and note the file name, after you receive the download prompt.
8. **Log in** to Vista (<http://online.uen.org>)

9. Click on the name of the course in the course list to enter the course in which you wish to update with content.



10. At the Assign Course Content Screen, select import content from file



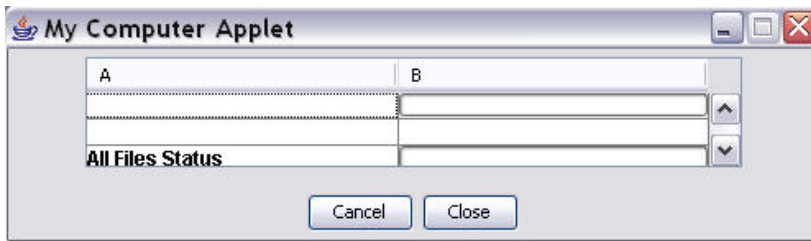
then click continue

11. The file dialog will appear. Click my computer on the left.



(Note: this is java based and may take a minute. Also if you don't have java you will need to install it. Java 1.5 build 7 available at <http://www.uvsc.edu/disted/tetc> under downloads)

12. Wait while it is uploaded this status menu will appear.



13. This may take some time. The page should contain loads of information about what is being unpacked.

Import activities:

You are currently importing

Unpacking content package (could take several minutes).
 50 entries unzipped ...
 100 entries unzipped ...
 150 entries unzipped ...

There may be a few errors in red, but in general they should not be critical. When it is done two buttons will appear at the bottom of the screen. Click return



14. Done. Now you will just need to clean up the course. Some items from the old course may not be applicable. Call if you have questions.