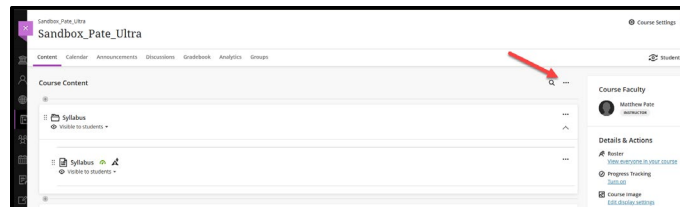




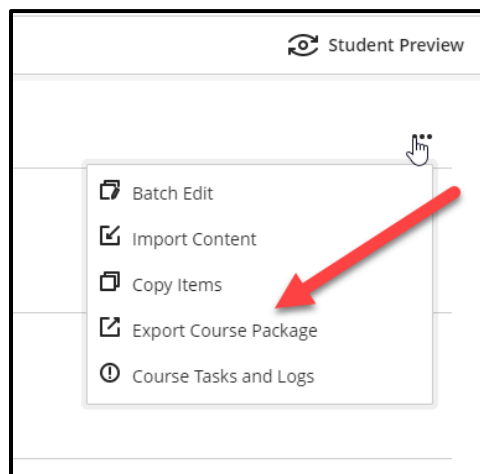
Exporting and Importing a Previously Completed Course into a New Shell

Exporting a Course Shell

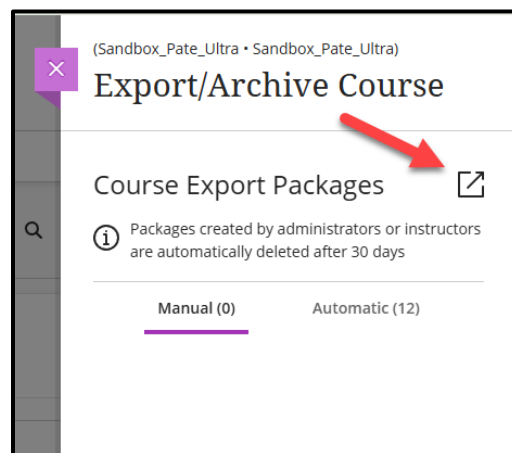
Once a course is ready for export, the process only takes just a few minutes to complete.



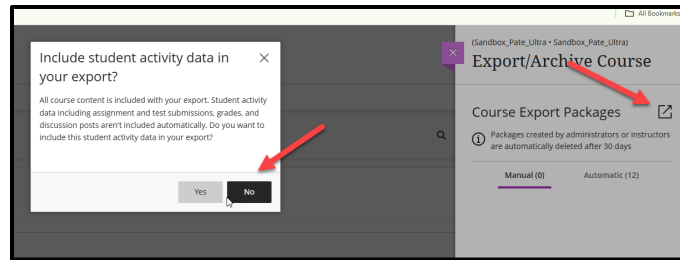
To the far right of the **Course Content** title, you will see three ellipses. This is where you will click to access the sub-menu to export the course.



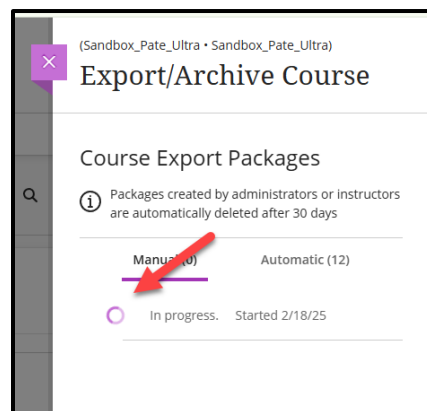
Once clicked, you will choose the **Export Course Package**.



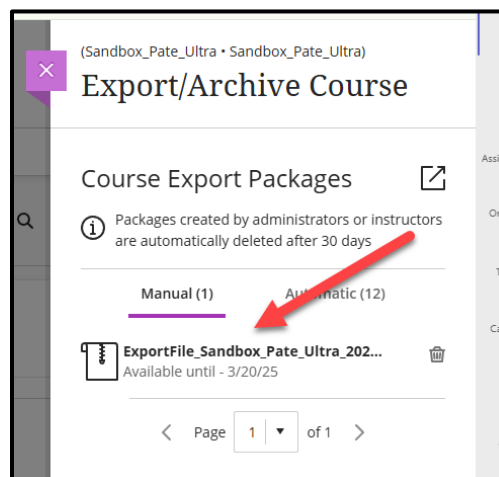
Next, you will click the export control to the right of the **Course Export Packages** title.



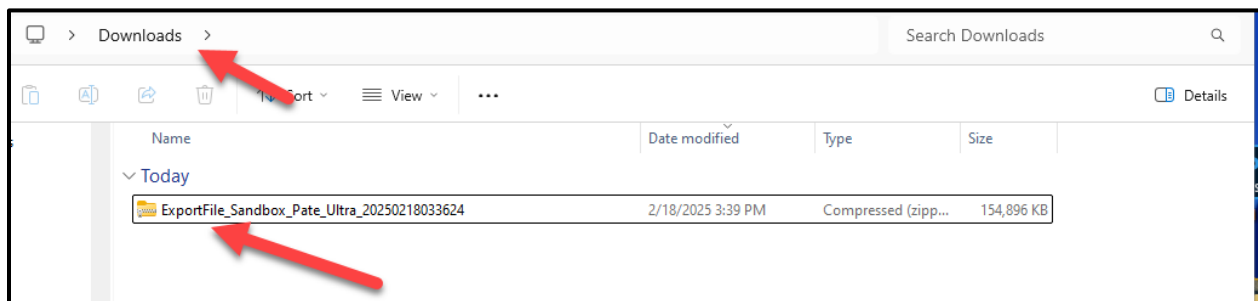
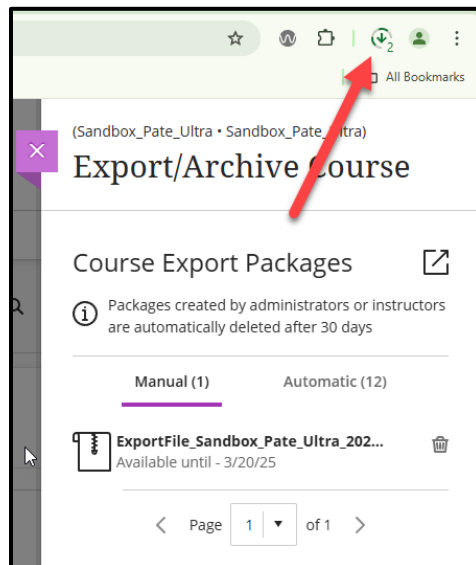
You will then be prompted to select whether you want to include the student data from the class or not. Saving the data gives you a complete image of the course for archiving and restoring. When you select **“No”**, you maintain a clean shell with no student content exported.



Depending on how large the course is, the export .zip file process can be viewed in real-time and should only take a few minutes.



Once the export .zip file has been completed, you can click on the file and it will proceed to be downloaded to your workstation.

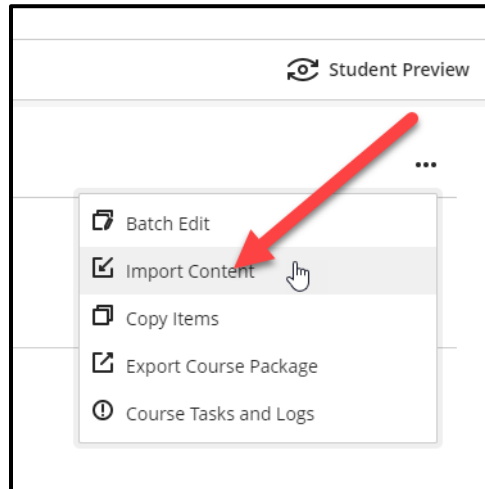


Here is the .zip file example ready for archiving and importing into a shell.

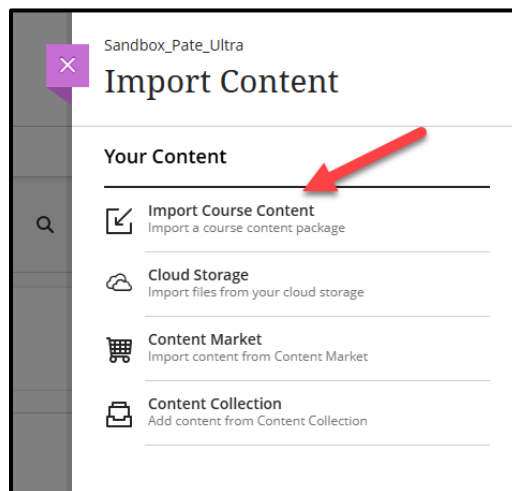


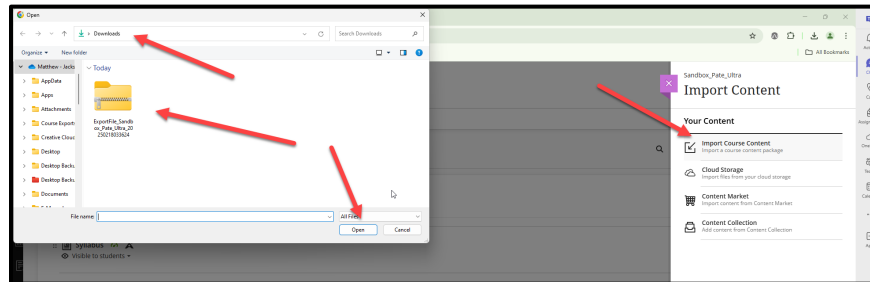
Importing a Course Shell

The steps to complete the import are similar to the export controls.

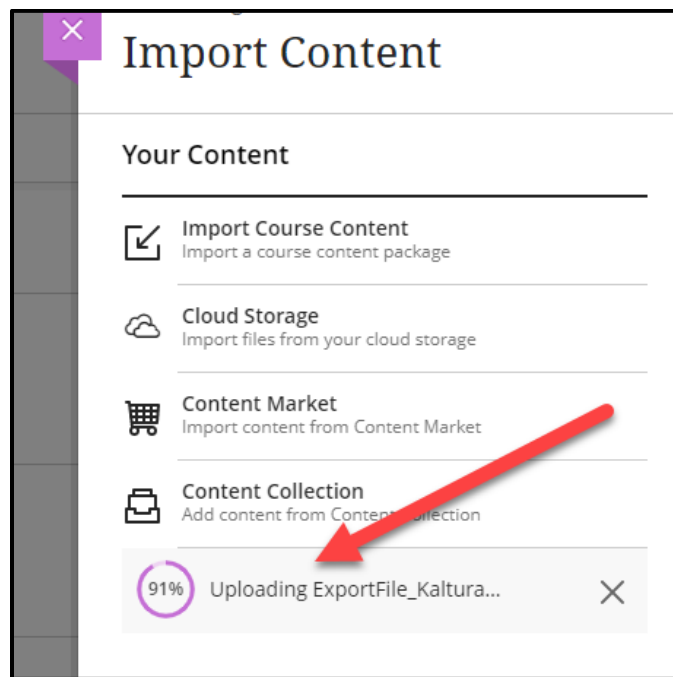


You will click the same three ellipses at the far right of the **Course Content** title. Choose **Import Course Content**.



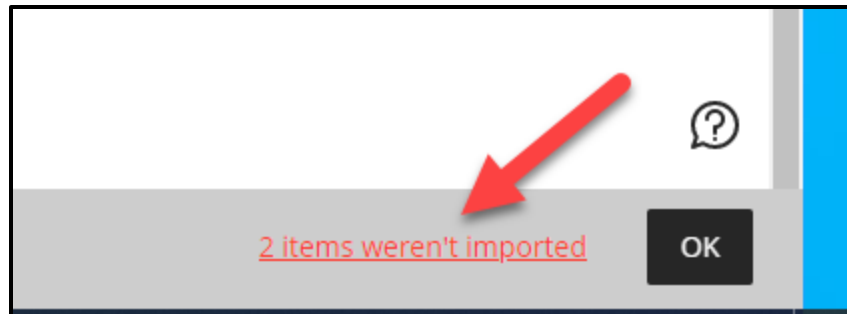


Once selected you will locate the exported .zip file that was placed in your **Download** folder and click **Open**.



Once the zipped file is uploaded, the import process will begin. You will see a grey box at the top of the content area that says, "importing course content". The import may take several minutes. It is best not to work on the course while the import is running. Any assessment material that cannot be placed will be placed into its own folder at the bottom of the course structure.

You will see a button and instructions at the bottom of ULTRA when the import is finished. If the import was successful, you will see the words "your content imported successfully".



If errors occurred, this area would also list the specific errors. Often, these errors involve older links and files or adjustments to formatting. Please make sure you make sure you go through the errors to ensure nothing of import was missed. Choose **OK** to access the course.