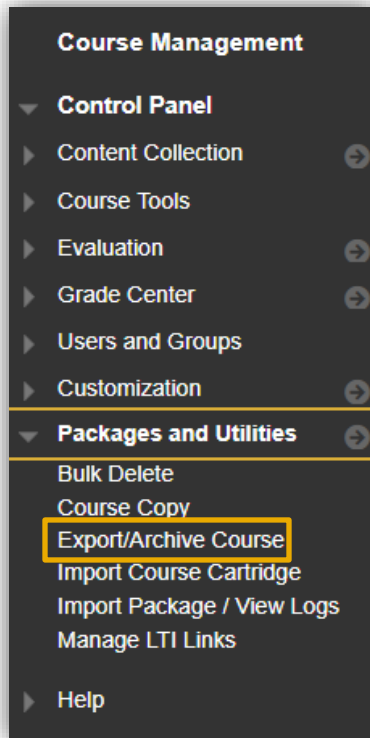


In addition to copying courses, instructors and course builders can export and import their course's content into course packages (.zip files). The export package option also provides a way for instructors/builders to download and save the course package file to their computers.

Exporting Packages:

1. Login to [eCampus](#) and navigate to the course you would like to export the course package from.
2. Scroll down to the **Control Panel**, and click **Package and Utilities**, then click **Export/Archive Course**.



3. Click the **Export Package** button. The Export/Archive Course page will show any existing course packages.

Export/Archive Course

Export Course creates a package of course content that can later be imported into the same course or a different course. Archive Course creates a permanent record of a course including all the content and user interactions available at the time the Archive is created. Export Common Cartridge creates a package that can be shared across learning management systems. You must have the proper permissions to perform these operations. [More Help](#)

Export Package

Archive Course

Export Common Cartridge Package

- On the Export Course page, scroll down to the File Attachments area, and make sure the “**Copy links and include copies of the files in the course default directory**” and “**Copy links and include copies of the files outside of the course default directory**” options are selected.

FILE ATTACHMENTS

*Choose between copying only the links to files or the links and new copies of every file attached within the course. Click **Calculate Size** to make sure that the package size does not exceed the limit.*

Course Files Default Directory Copy only links to course default directory files
 Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory Copy only links to files stored outside of the course default directory
 Copy links and include copies of the files outside of the course default directory

- Scroll down to Select Course Materials. Users may choose specific elements to include or simply click **Select All**. To avoid errors and missing content, we recommend using the **Select All** option.

Select All
Unselect All

- Content Areas
 - Course Home
 - Course Content
 - Assignments
 - Turnitin

- Adaptive Release Rules for Content

User criteria will not be captured if enrollments are not included. Assignment submissions will not be captured if the Grade Center columns and settings are not included.

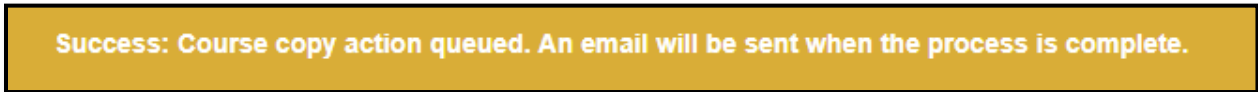
- Announcements
- Blogs
- Calendar
- Contacts
- Content Alignments
- Discussion Board
 - Include starter posts for each thread in each forum (anonymized)
 - Include only the forums, with no starter posts

- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
 - Banner Image
 - Language Pack
 - Navigation Settings

- Click the **Submit** button at the bottom of the page to start the export package process.

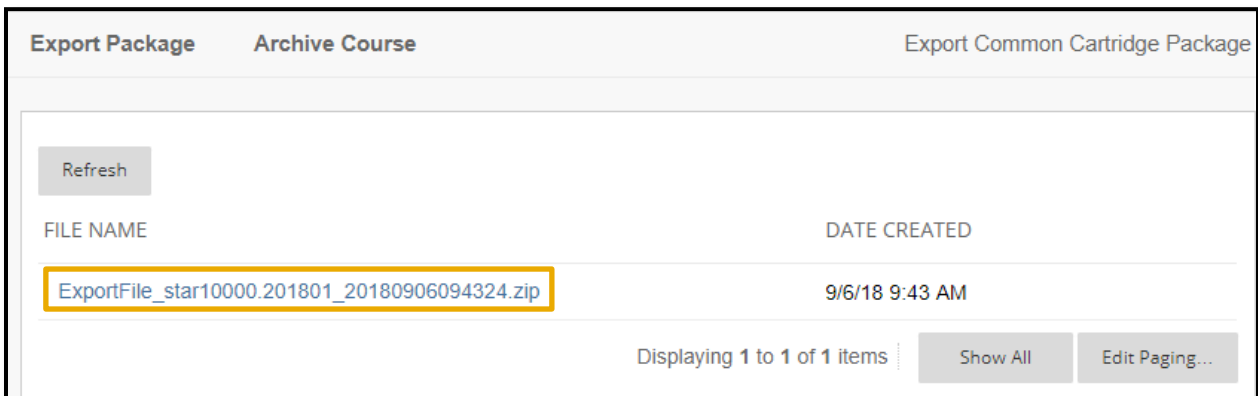


- The banner below will appear at the top of the page indicating that the export package process has started and an email will be sent to the instructor or builder once complete.



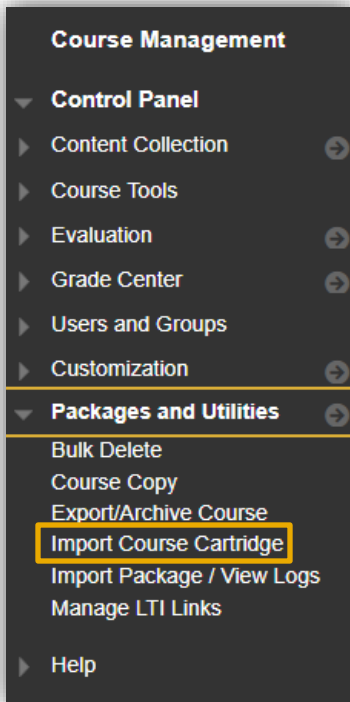
- After the course package has been created, return to the Export/Archive Course page. Simply click on the **course package** to save and download the file to the computer.

(Note: It is extremely important NOT to unzip or edit the course packages in any way after downloading them. Doing so may cause errors when importing the package later.)

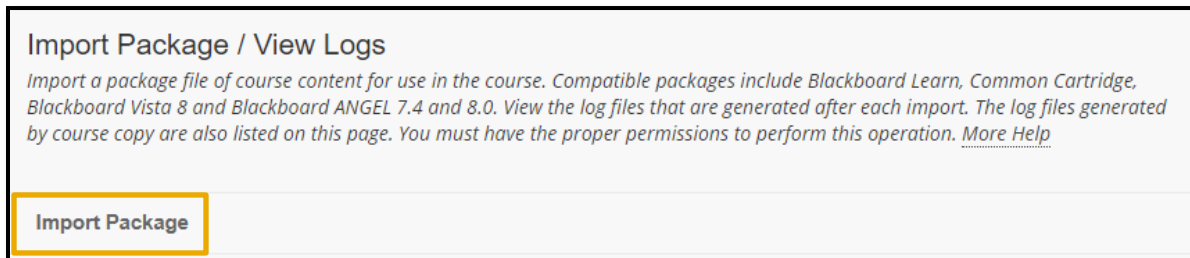


Importing Packages:

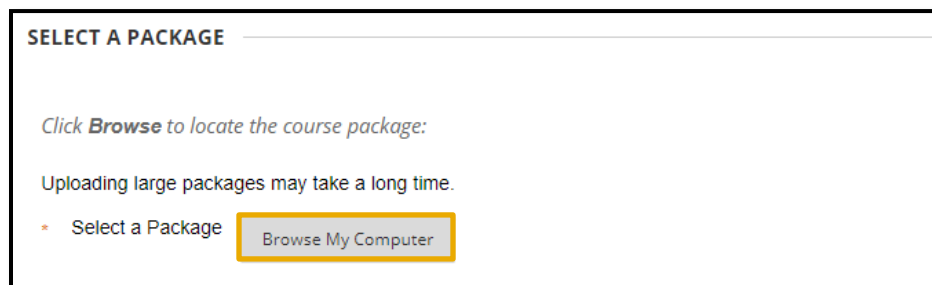
- Login to [eCampus](http://ecampus.wvu.edu) and navigate to the course you would like to import the course package to.
- Scroll down to the **Control Panel**, and click **Package and Utilities**, then click **Import Package / View Logs**.



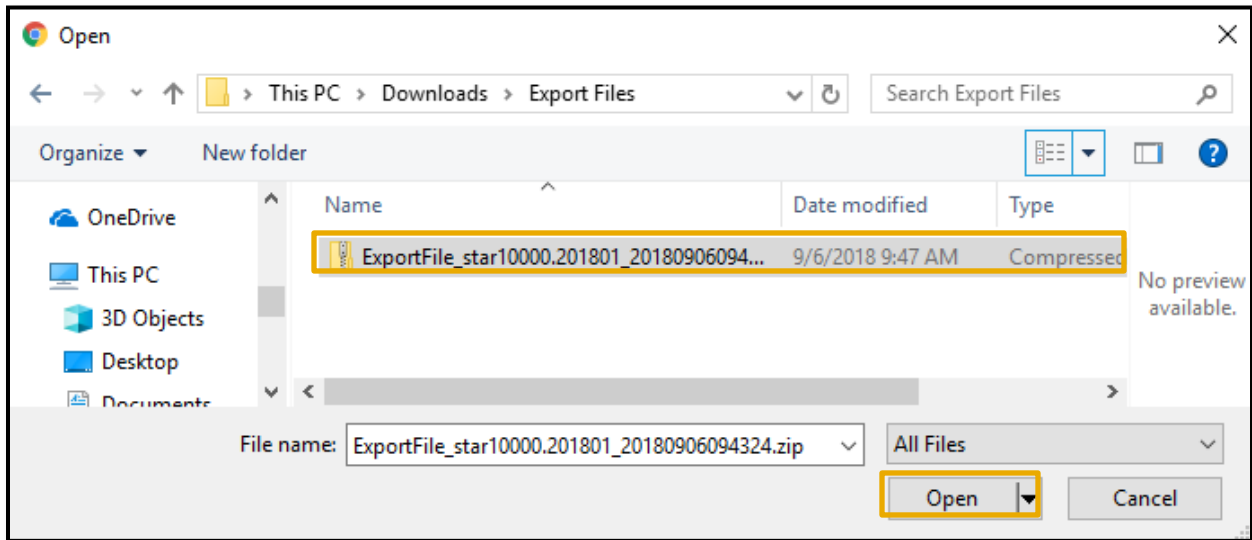
3. Click the **Import Package** button. The Import Package / View Logs page will show any course packages that have previously been imported.



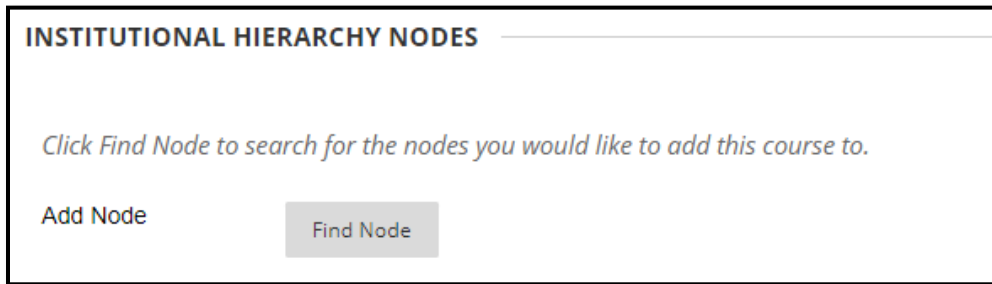
4. On the Import Package page, scroll down to the Select a Package area, and click the **Browse My Computer** button.



- Find and select the already exported course package from your computer, then click the **Open** button. (Course package files will be in the .zip format.)



- Ignore the Institutional Hierarchy Nodes area, as these settings are not needed



- Scroll down to Select Course Materials. Users may choose specific elements to include or simply click **Select All**. To avoid errors and missing content, we recommend using the **Select All** option.

Select All
Unselect All

- Content Areas
 - Course Home
 - Course Content
 - Assignments
 - Turnitin

- Adaptive Release Rules for Content

User criteria will not be captured if enrollments are not included. Assignment submissions will not be captured if the Grade Center columns and settings are not included.

- Announcements
- Blogs
- Calendar
- Contacts
- Content Alignments
- Discussion Board
 - Include starter posts for each thread in each forum (anonymized)
 - Include only the forums, with no starter posts

- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
 - Banner Image
 - Language Pack
 - Navigation Settings

- Click the **Submit** button at the bottom of the page to start the import package process.

*Click **Submit** to proceed.*

Cancel **Submit**

- The banner below will appear at the top of the page indicating that the import package process has started. An email will be sent to the instructor or builder once complete.

Success: Course copy action queued. An email will be sent when the process is complete.