

Exporting Quizzes, Surveys, and Question Database

Please follow these steps to move quizzes, surveys, and questions from WebCT 4 to WebCT 6.

OVERVIEW

1. Export quizzes, surveys, and question database from WebCT 4.
2. Import quizzes, surveys, and question database into WebCT 6.
3. Modify quiz/survey settings.

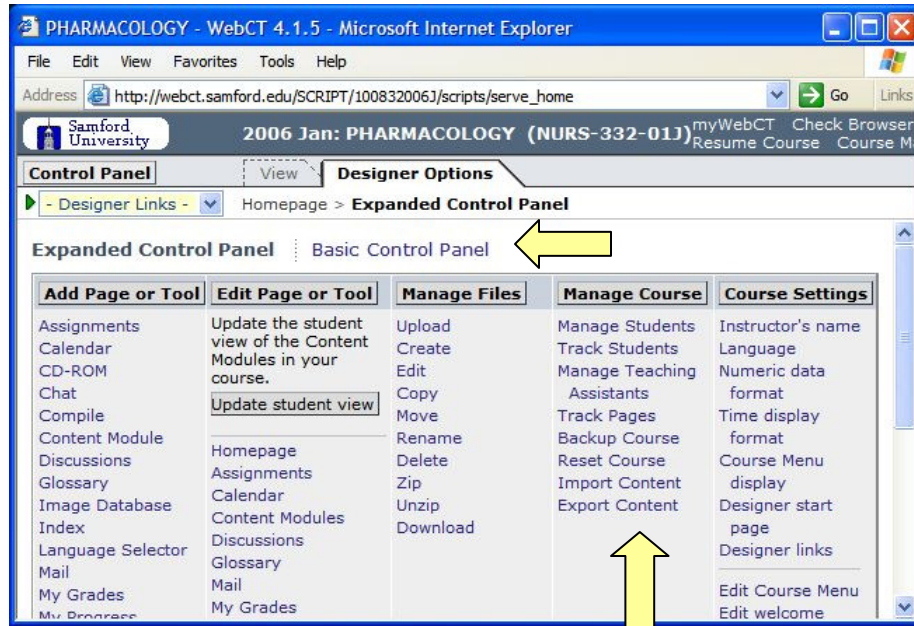
DETAILED STEPS

1. **Export quizzes, surveys, and question database from WebCT 4.**
 - a. Log in to WebCT 4.
 - b. Go to the course you wish to export.
 - c. Click **Control Panel** in the upper left-hand corner:

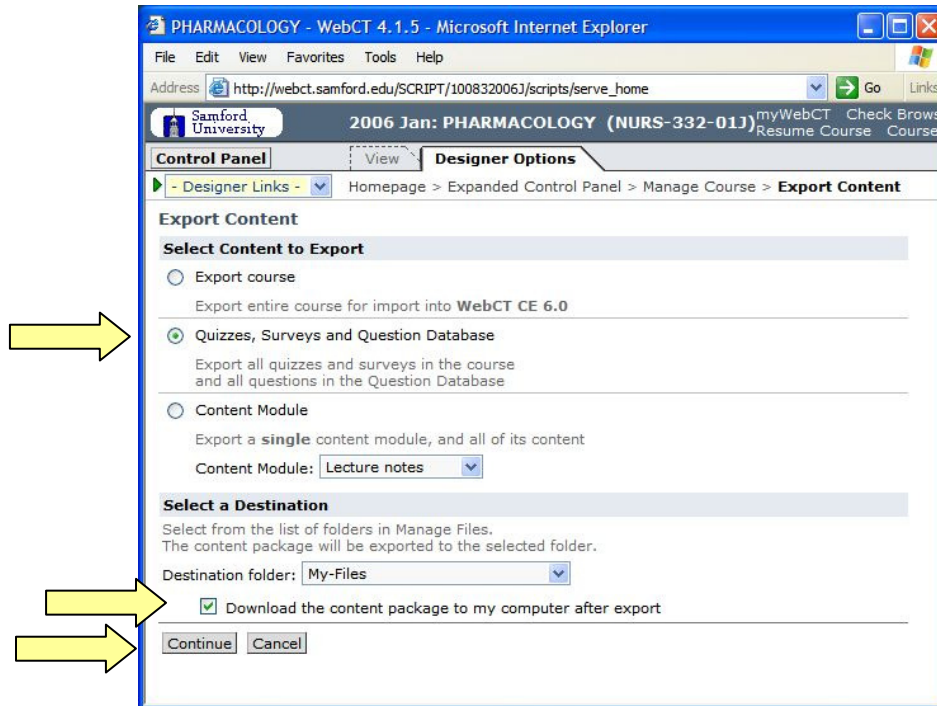


Handout 3: Exporting Quizzes, Surveys, and Question Database

- d. Under **Manage Course**, click **Export Content**. If the **Export Content** link does not appear, click the link to toggle from **Basic Control Panel** to **Expanded Control Panel** view:

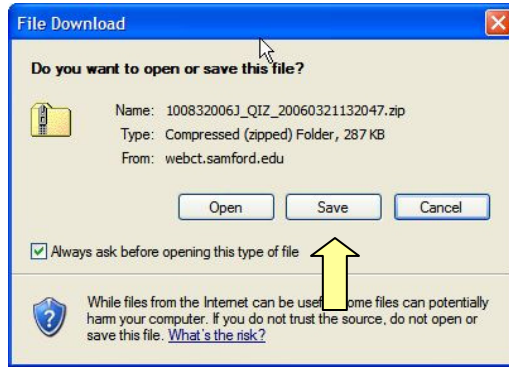


- e. Select **Quizzes, Surveys and Question Database**.
- f. Select **Download the content package to my computer after export**.
- g. Click **Continue**:

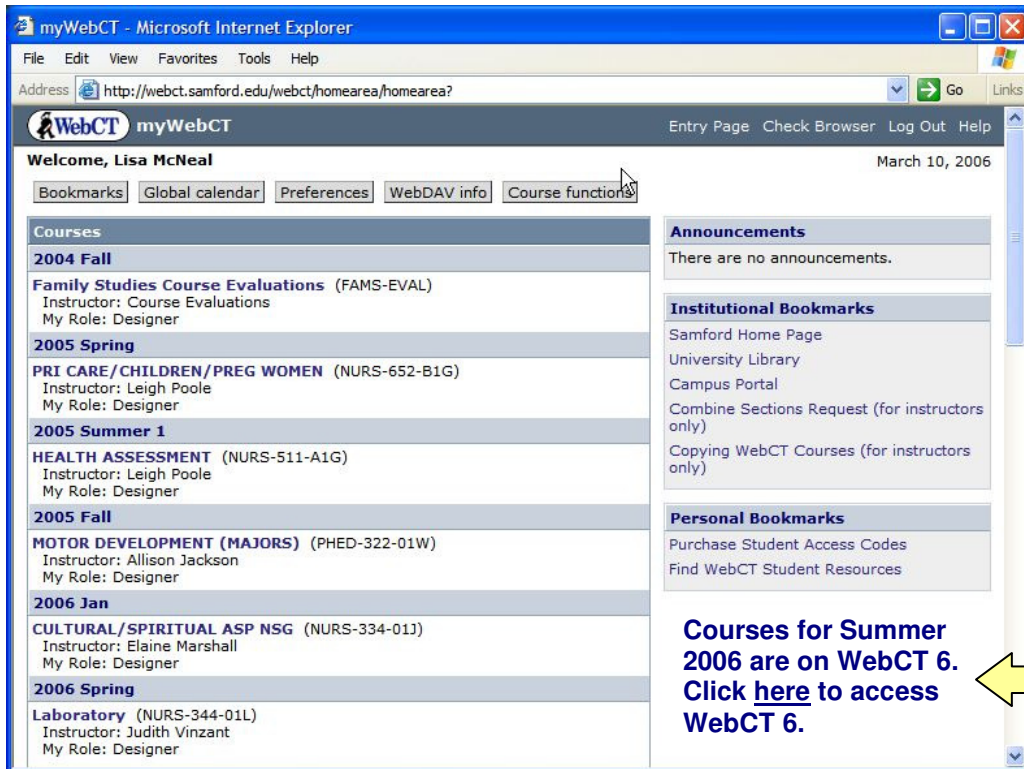


Handout 3: Exporting Quizzes, Surveys, and Question Database

- h. Click **Save** to save the file on your computer. (If necessary, click **Close** in the **File Download** dialog box after the download completes.)

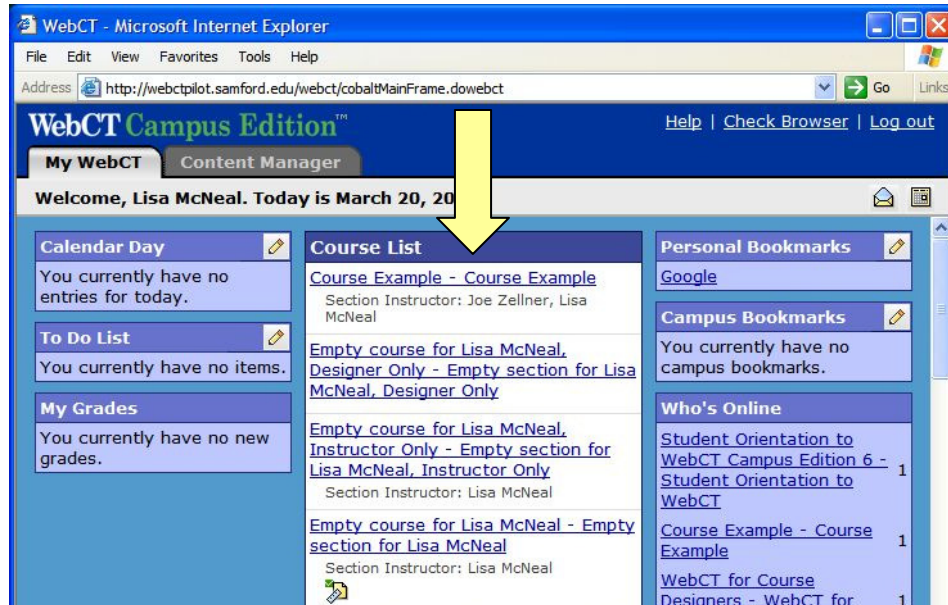


- i. Click **MyWebCT** in the upper right-hand corner and then click the link for WebCT 6:

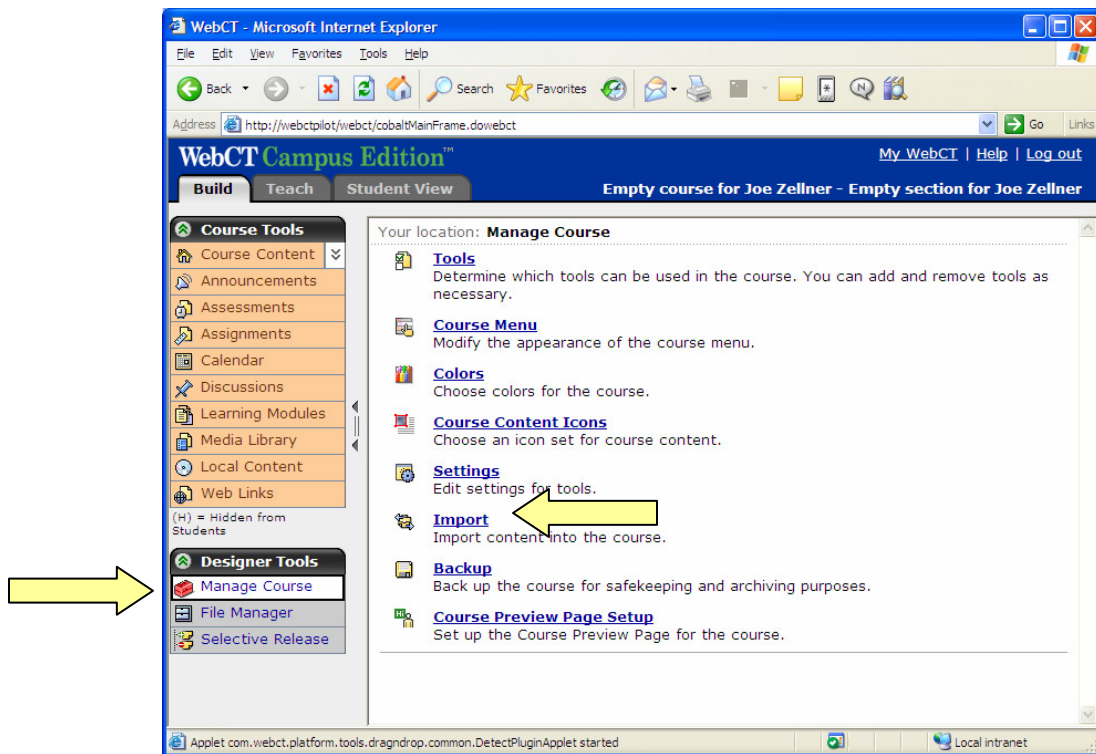


2. Import quizzes, surveys, and question database into WebCT 6.

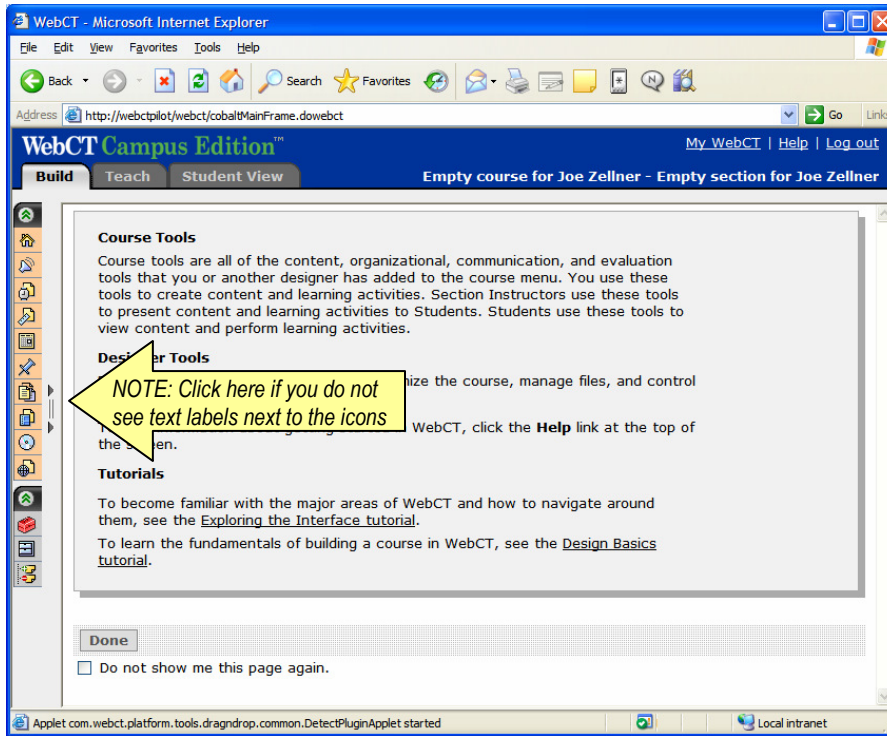
a. Click the title of your course:



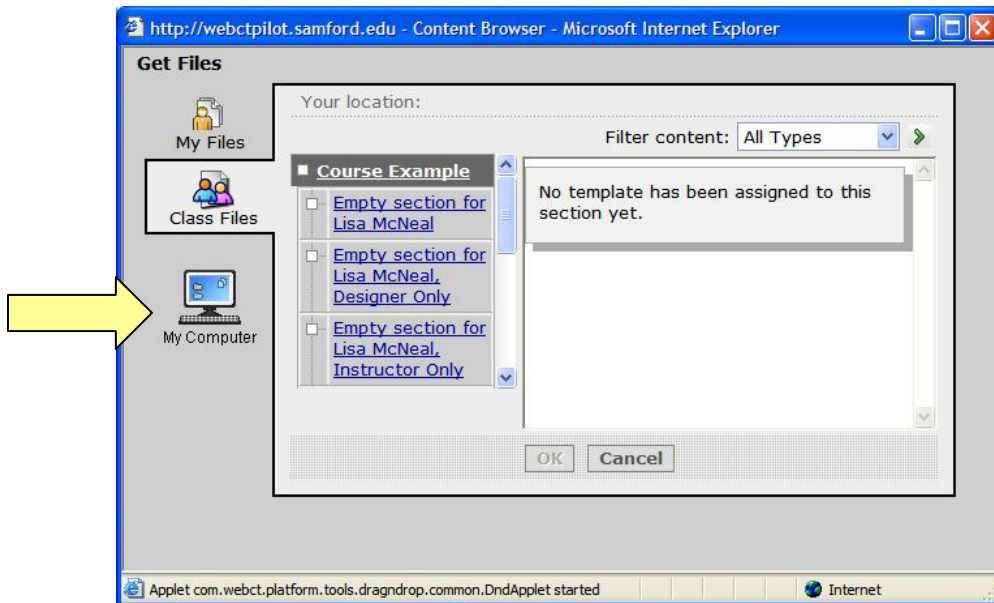
b. Click **Manage Course** then click **Import**:



Handout 3: Exporting Quizzes, Surveys, and Question Database

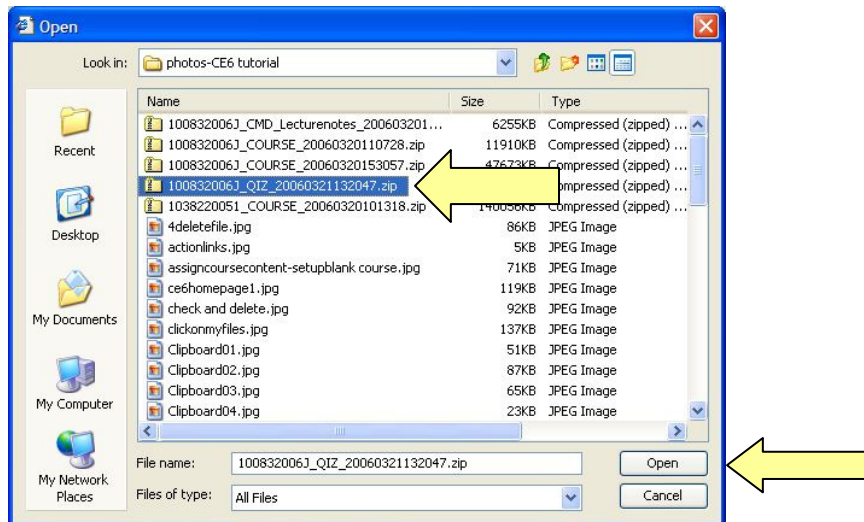


c. The **Get Files** dialog box will appear. Click **My Computer**:

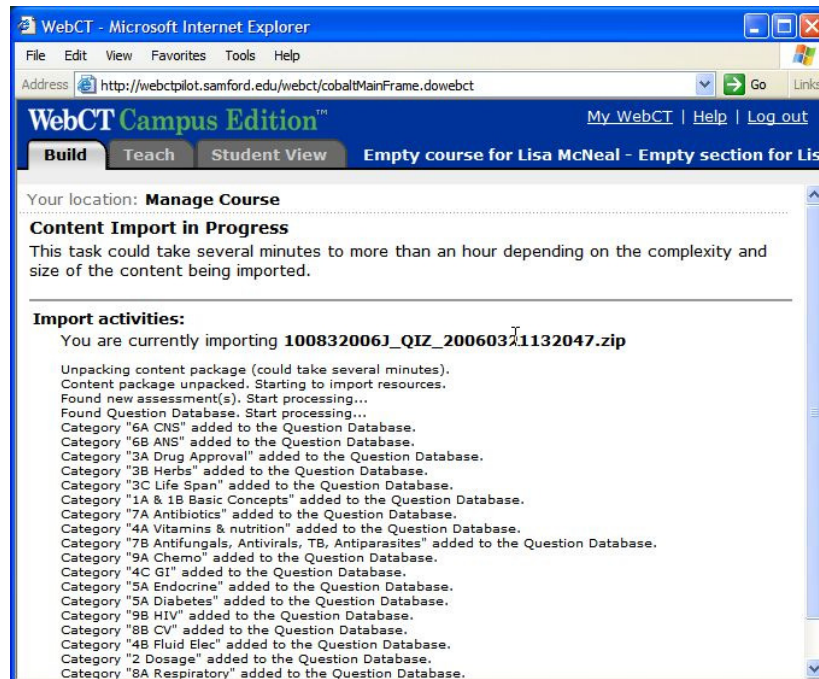


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- d. Locate the previously exported ZIP file on your computer. Click on it once to select it, then click **Open**:

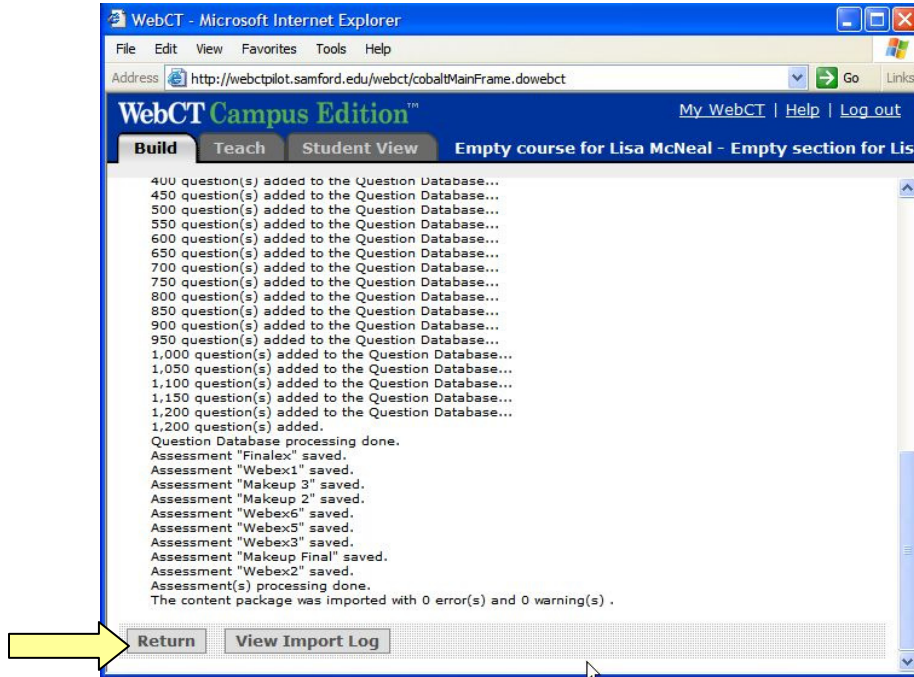



- e. Next you'll see **Content Import in Progress**. Wait until the import completes.

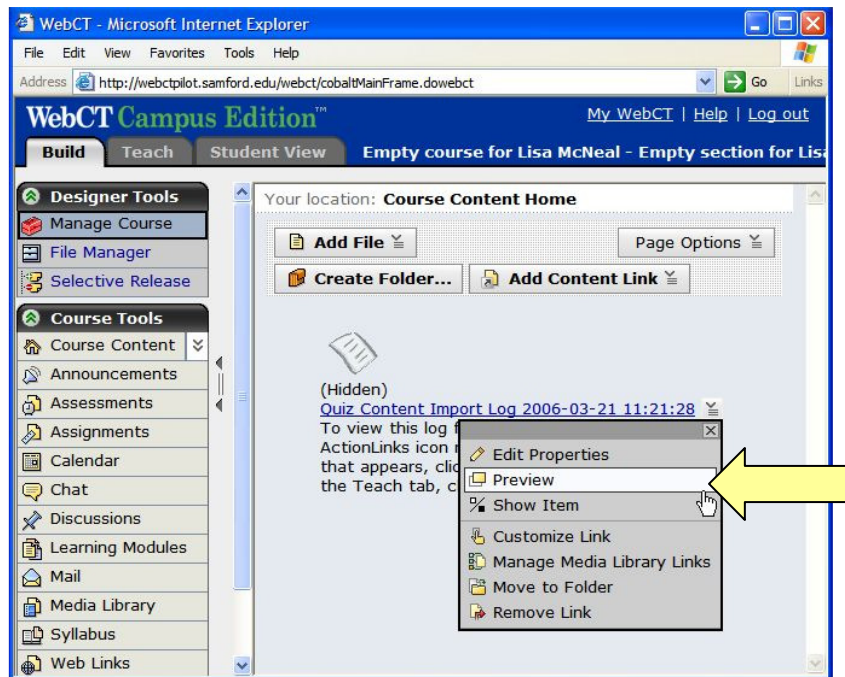


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- f. Click **Return** to go the Course Content page (also known as the home page of your course):

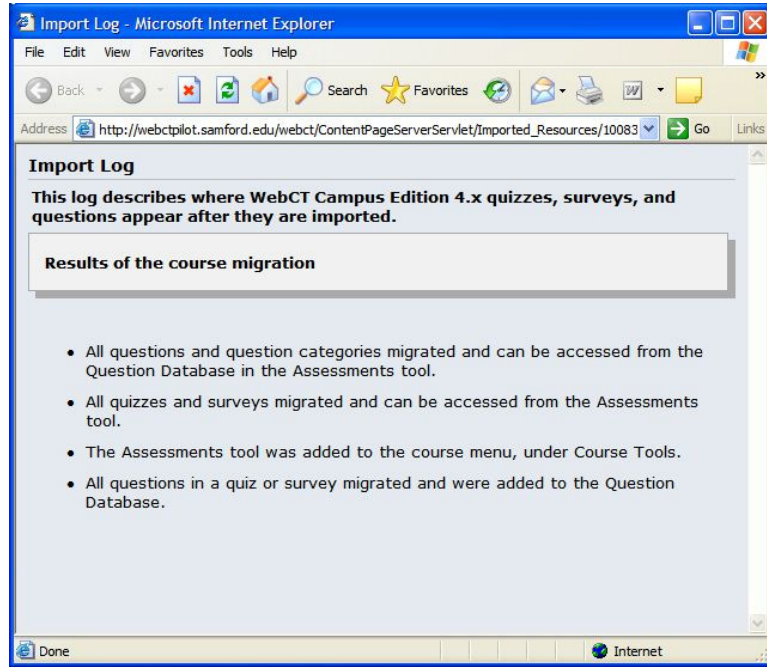


- g. Click on the grey ActionLink icon  next to the **Import Log**.
Note: The ActionLink icon appears next to content items. Clicking this icon reveals a menu of options, which include editing, previewing, moving, and other tasks.
- h. Click **Preview**:

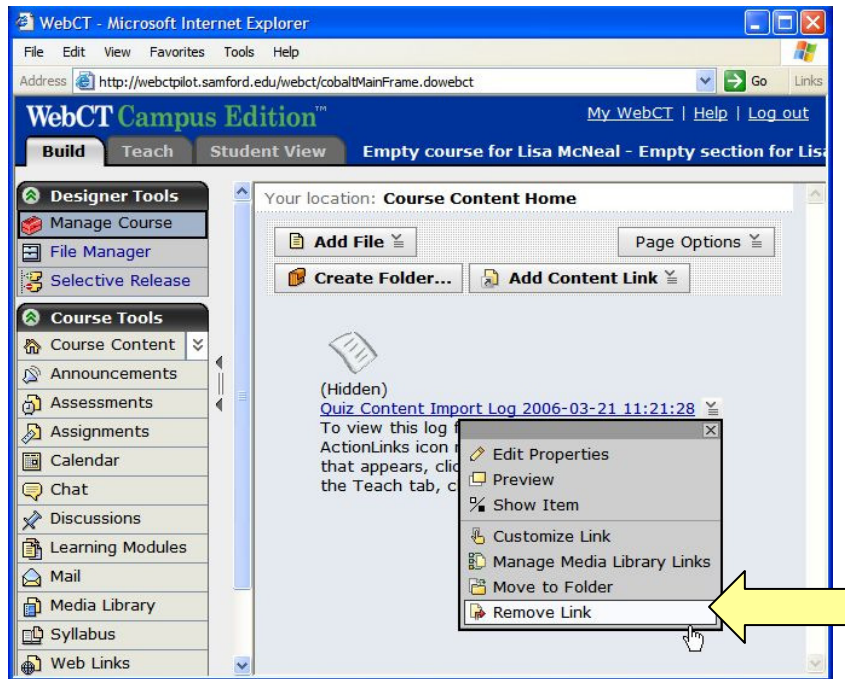


Handout 3: Exporting Quizzes, Surveys, and Question Database

- i. Review the Import Log and print out a copy if desired. Then close the **Import Log** window.

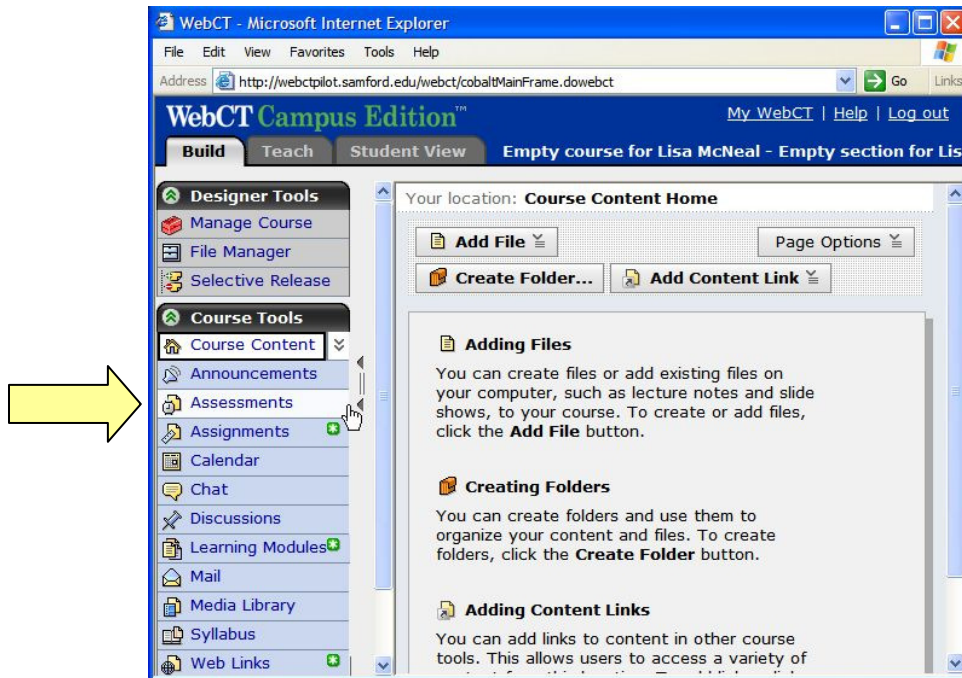


- j. Click the ActionLink next to the Import Log and select **Remove Link**. If you wish to look at the import log later, you can access it through the File Manager.

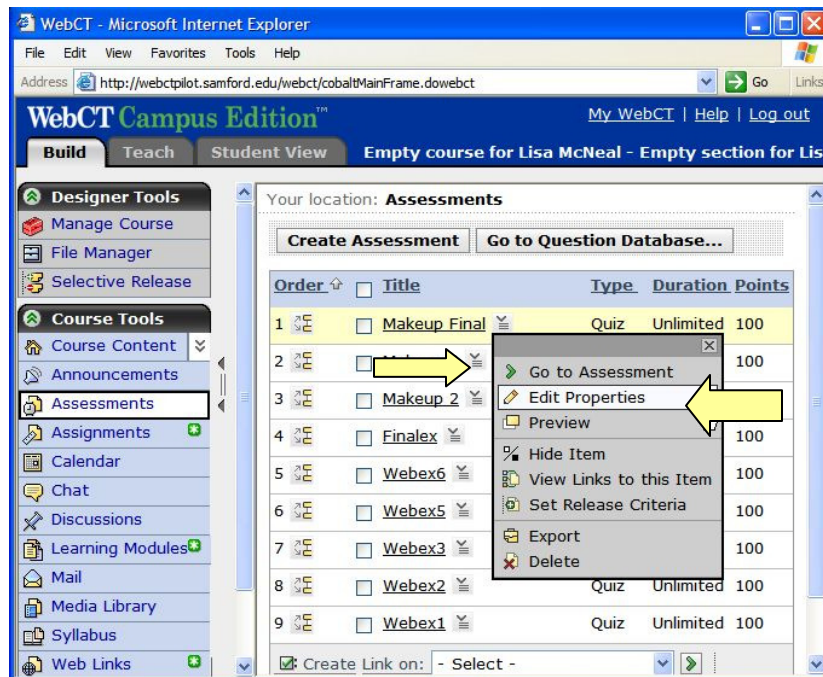


3. Modify quiz/survey settings.

- a. Click **Assessments**:

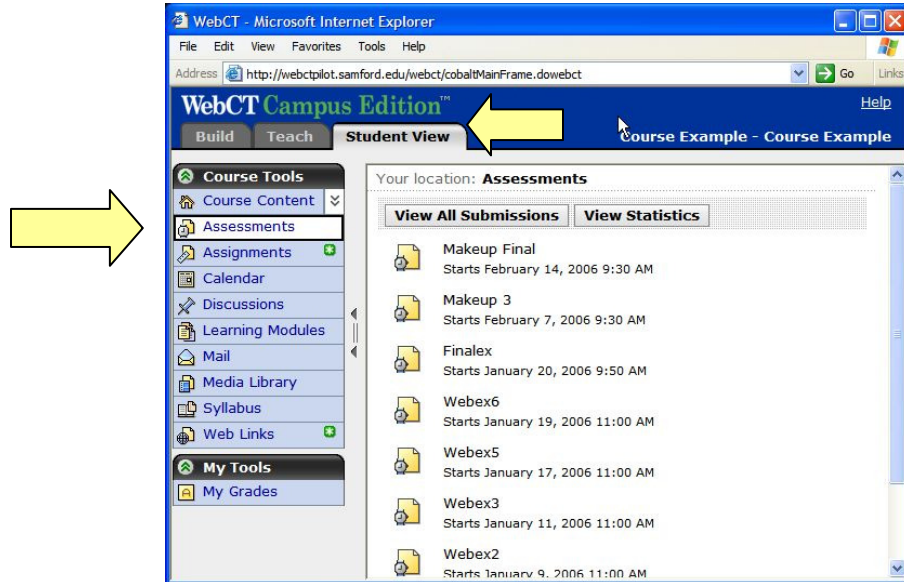


- b. Click the ActionLink next to one of quizzes or surveys to display a menu of options. Use this menu to change settings, such as the release criteria.

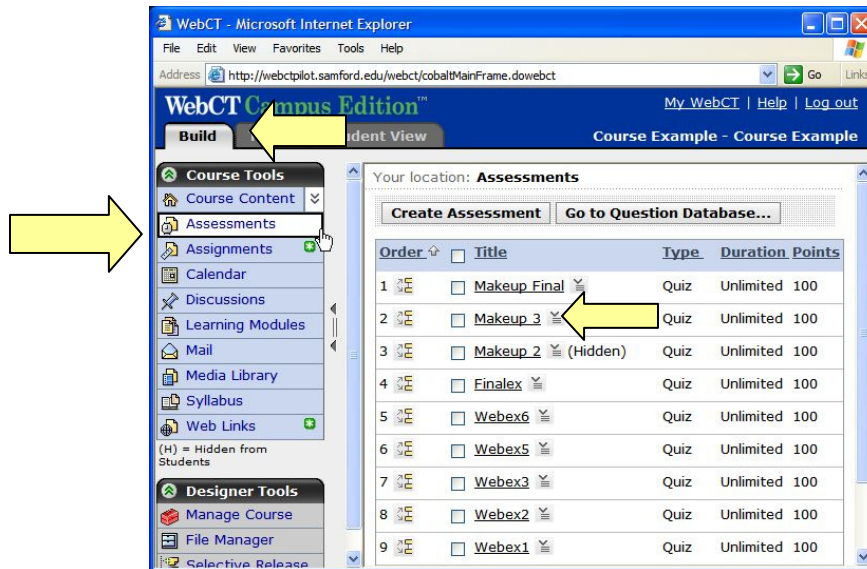


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- c. Click the **Student View** tab, then **Assessments**, and complete the quizzes/surveys. Note any changes that are needed.



- d. If additional changes are needed, go back to the **Build** tab, click **Assessments**, then click the ActionLink next to the quiz or survey you wish to edit.



Need more help?

For additional assistance with WebCT, please contact Lisa McNeal or Joe Zellner:

Lisa McNeal
lamcneal@samford.edu
726-2138

Joe Zellner
jmczelle@samford.edu
726-2108