

## Exporting Content Modules/Learning Modules

Please follow these steps to export a Content Module from WebCT 4 to WebCT 6. Content Modules are called Learning Modules in WebCT 6. You can add content as well as direct links to discussion topics, quizzes, surveys, and web links (called URLs in WebCT 4).

### Overview

1. Export the Content Module from WebCT 4.
2. Import the Content Module into WebCT 6.
3. Modify Content Module/Learning Module settings

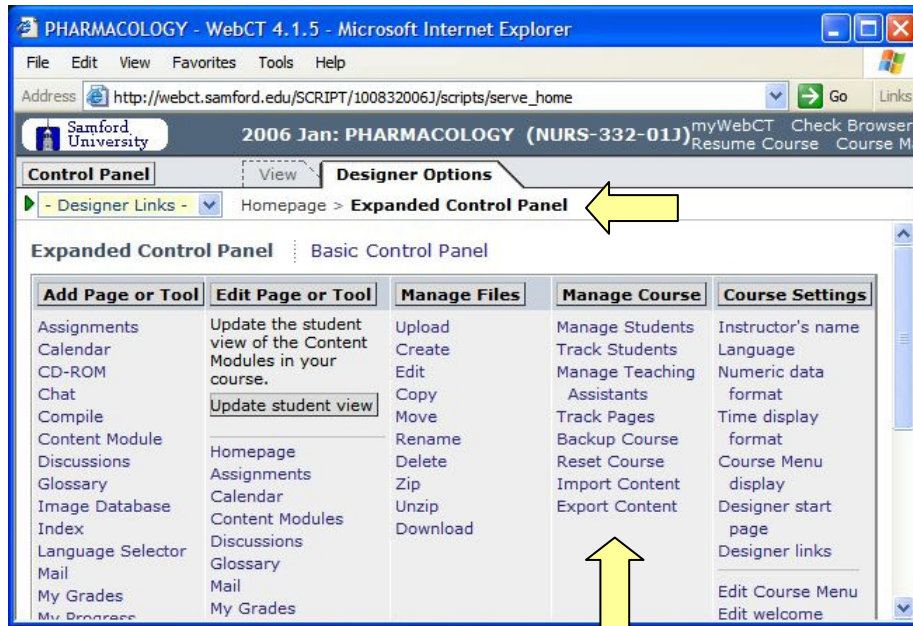
### Detailed steps

1. **Export the content module 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.

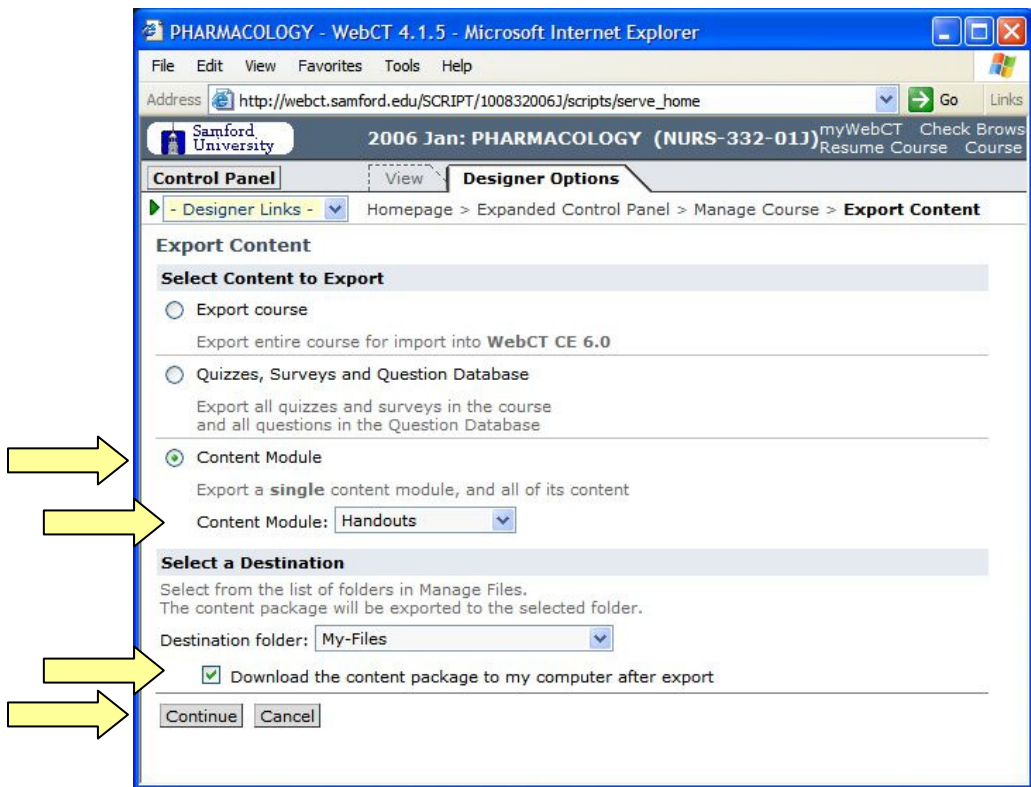


Handout 4: Exporting Content Modules/Learning Modules

- 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:

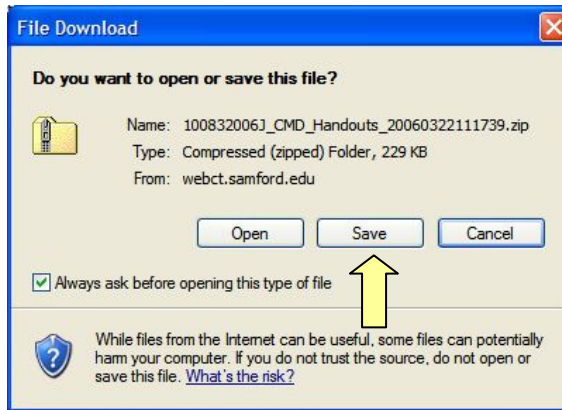


- e. Select **Content Module**.
- f. Choose a Content Module to export.
- g. Select **Download the content package to my computer after export**.
- h. Click **Continue**.

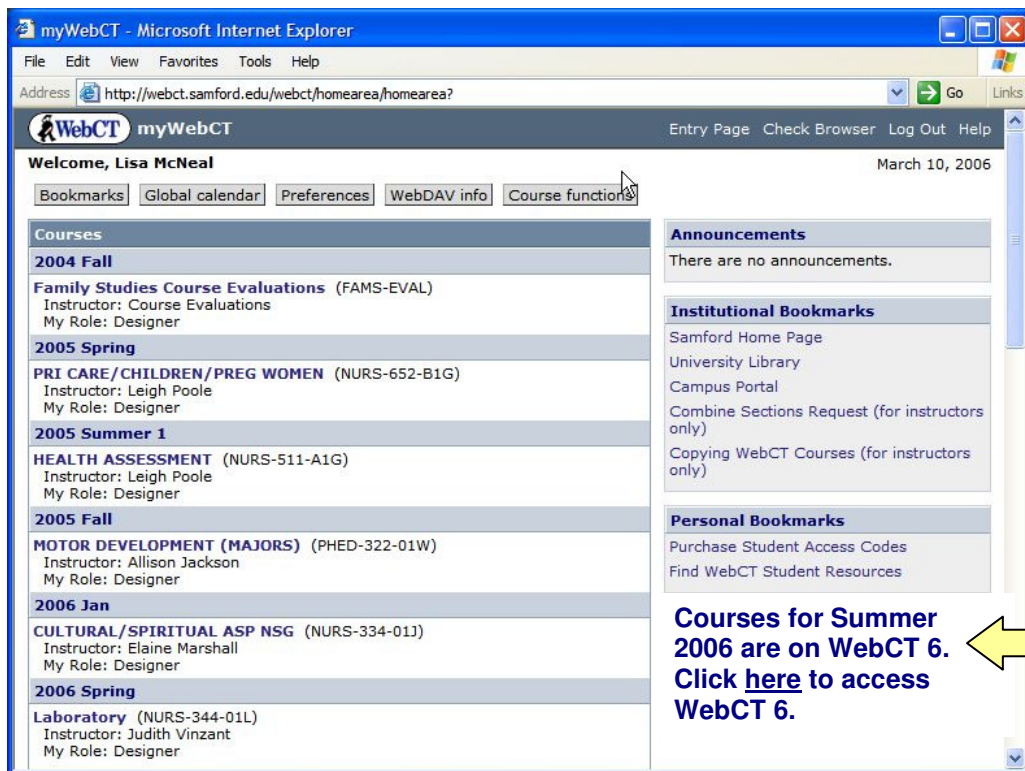


Handout 4: Exporting Content Modules/Learning Modules

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

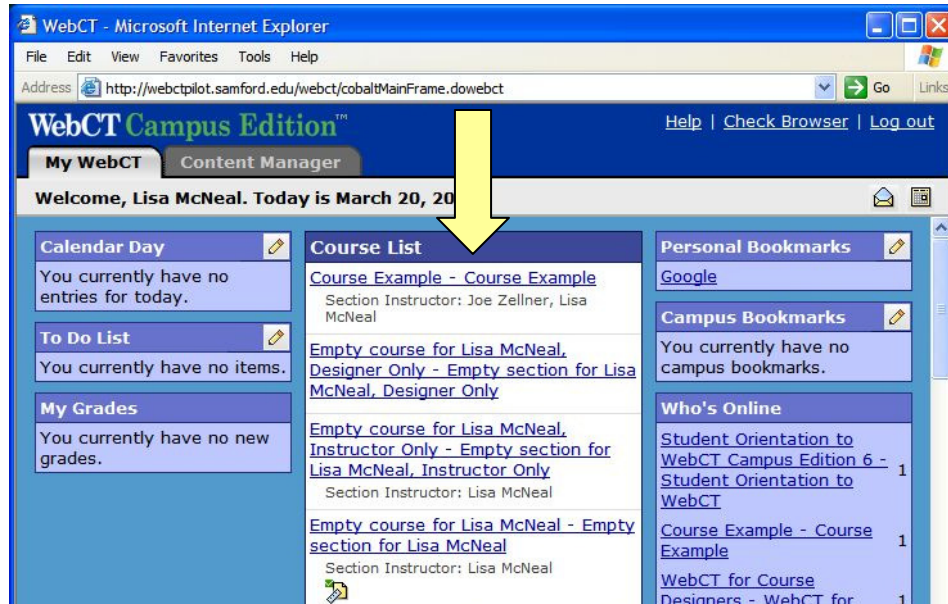


- j. Click **My WebCT** in the upper right-hand corner and then click the link for WebCT 6.

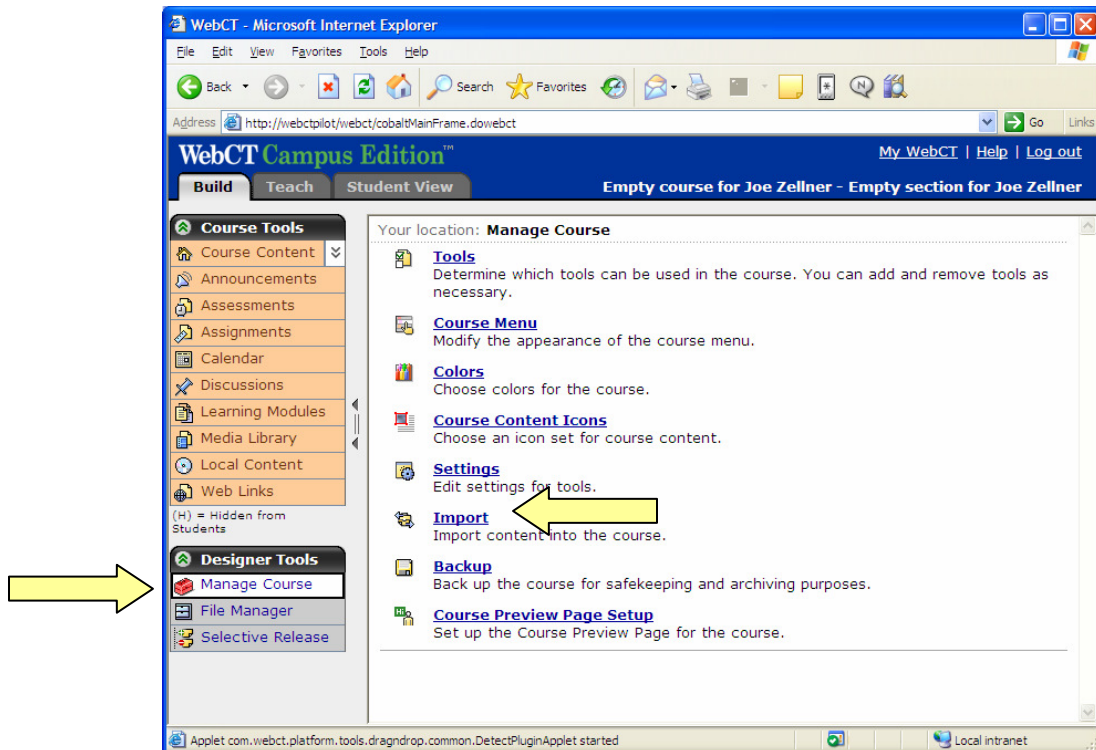


## 2. Import the Content Module into WebCT 6.

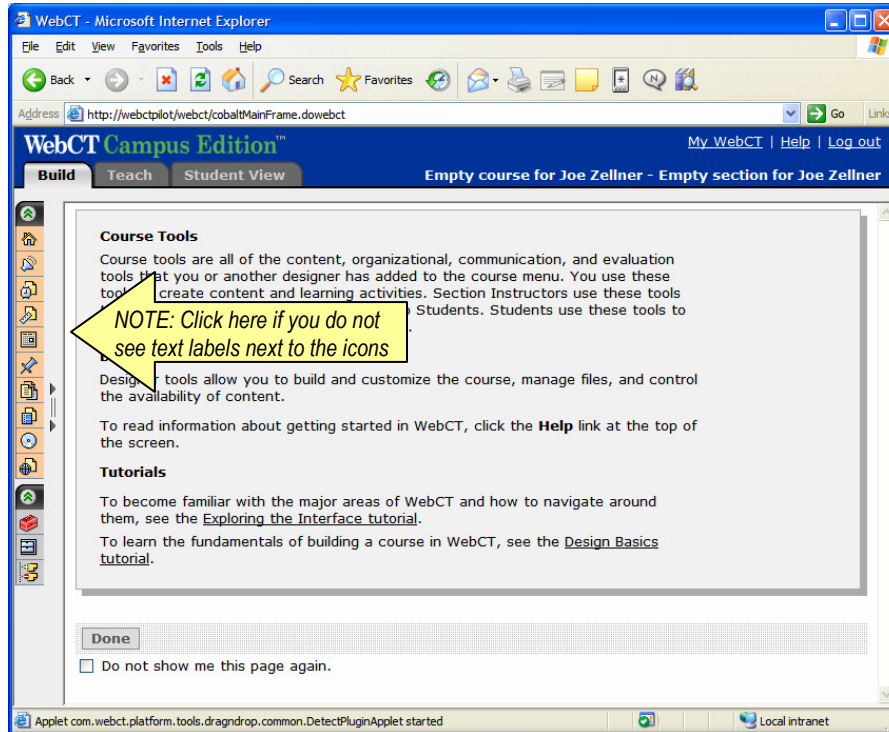
a. Click the title of your course:



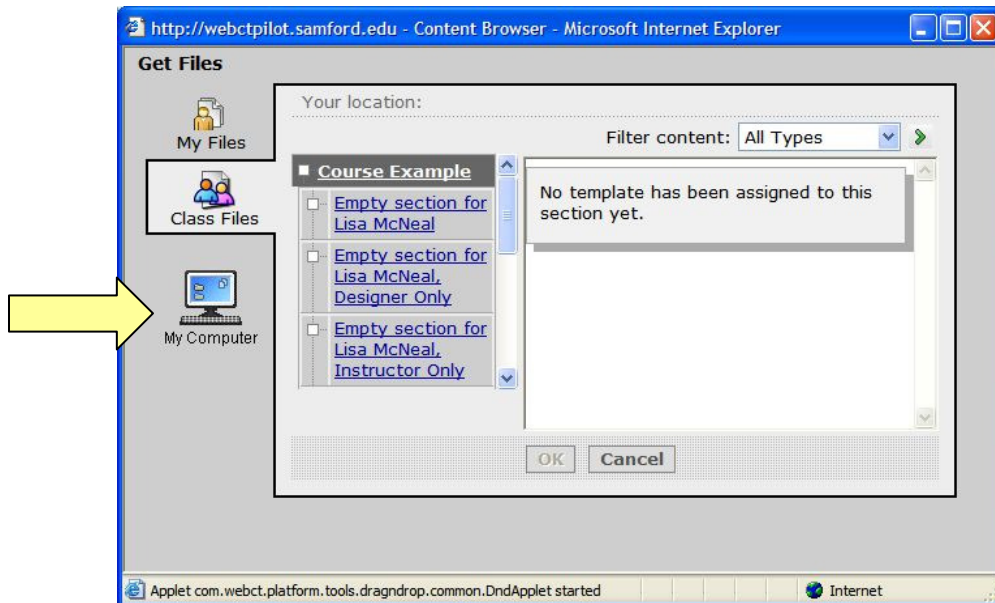
b. Click **Manage Course** then click **Import**:



## Handout 4: Exporting Content Modules/Learning Modules

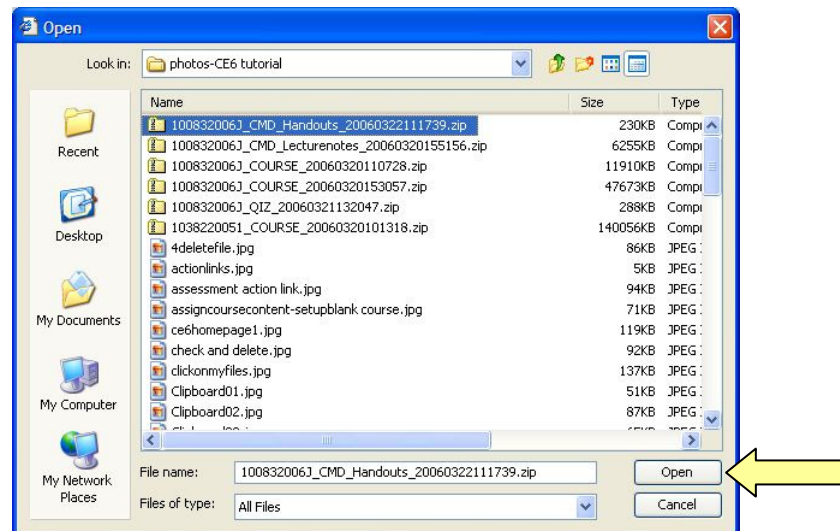


c. The **Get Files** dialog box will appear. Click **My Computer**:



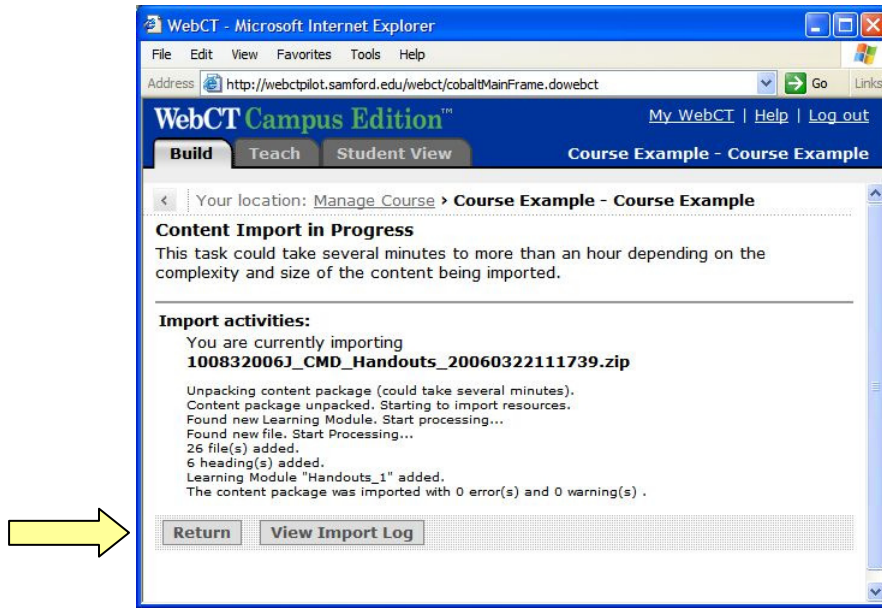
## Handout 4: Exporting Content Modules/Learning Modules


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

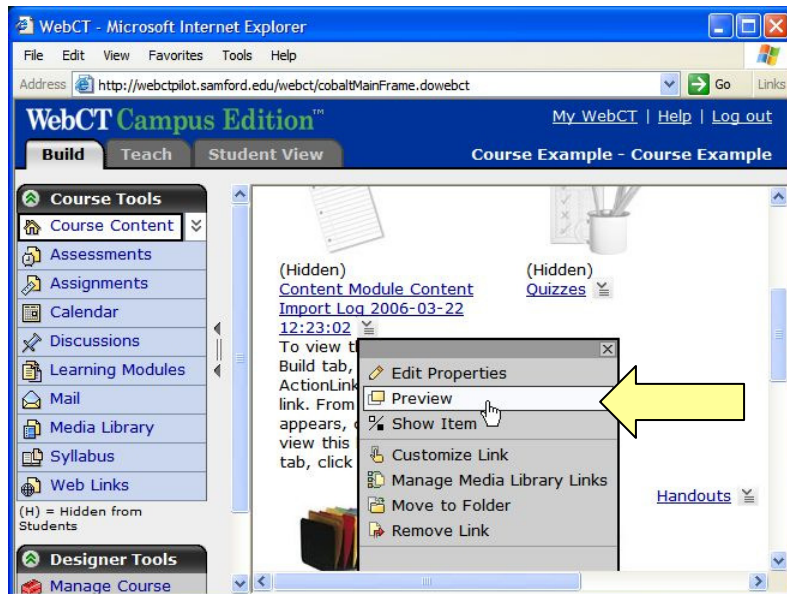


Handout 4: Exporting Content Modules/Learning Modules

- e. Next you'll see **Content Import in Progress**. Wait until the import completes.
- f. Click **Return** to go the Course Content page (also known as the home page of your course):

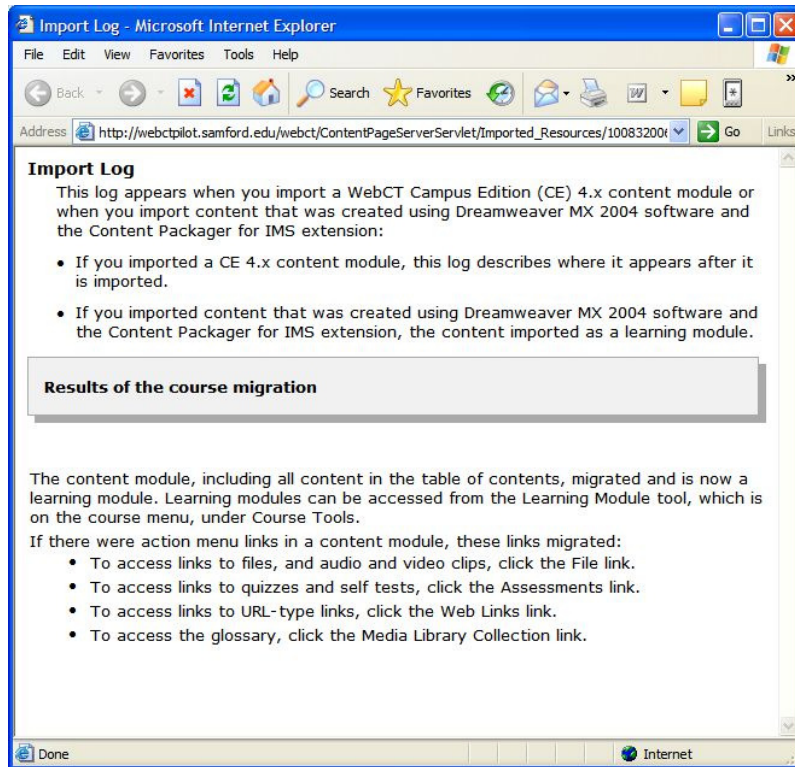


- g. Click on the grey ActionLink icon  next to the **Import Log**.  
*Note: The ActionLink icon appears next to content items. Clicking this icon reveals a menu of options, which include editing, previewing, moving, and other tasks.*
- h. Click **Preview**.

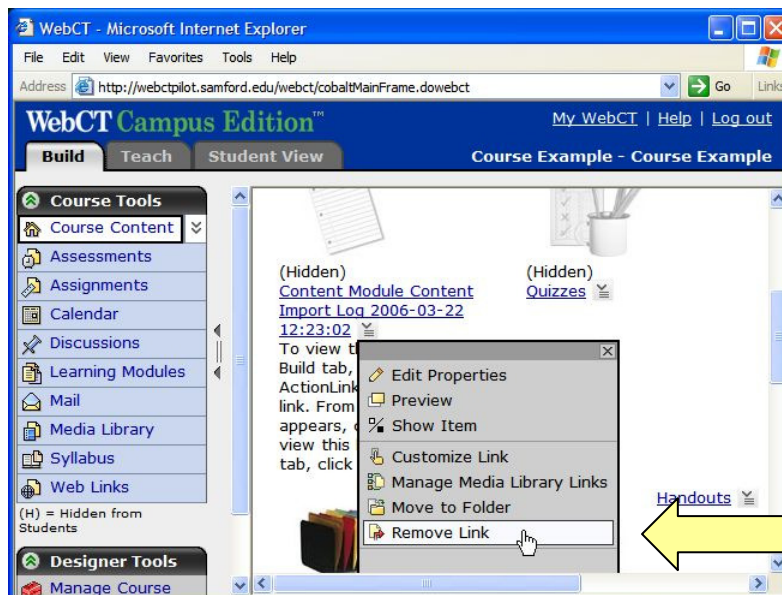


## Handout 4: Exporting Content Modules/Learning Modules

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



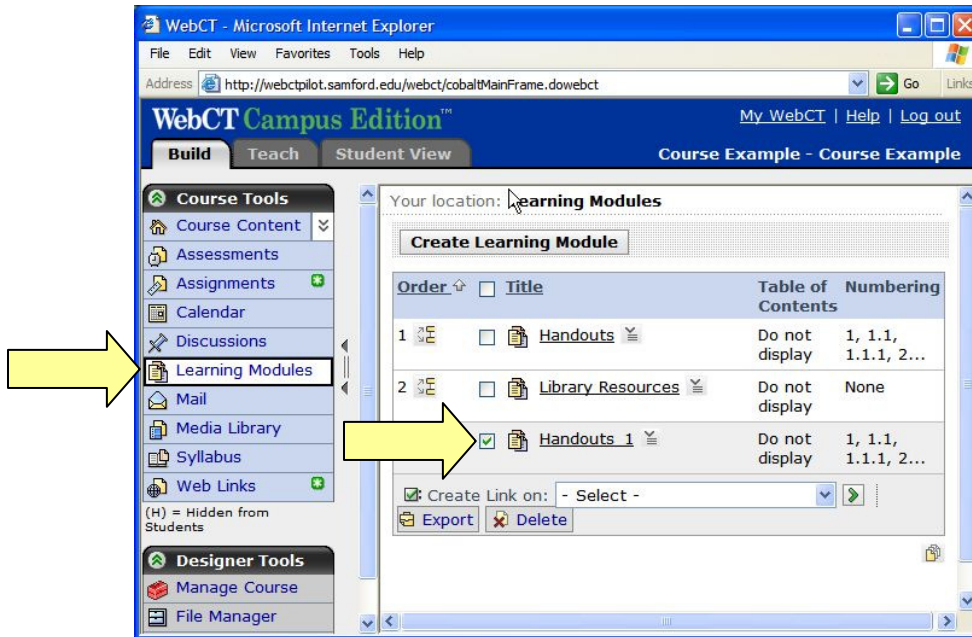
- j. Click on the ActionLink icon next to the Import Log and select **Remove Link**. If you wish to look at the import log again, you can access it in the File Manager.



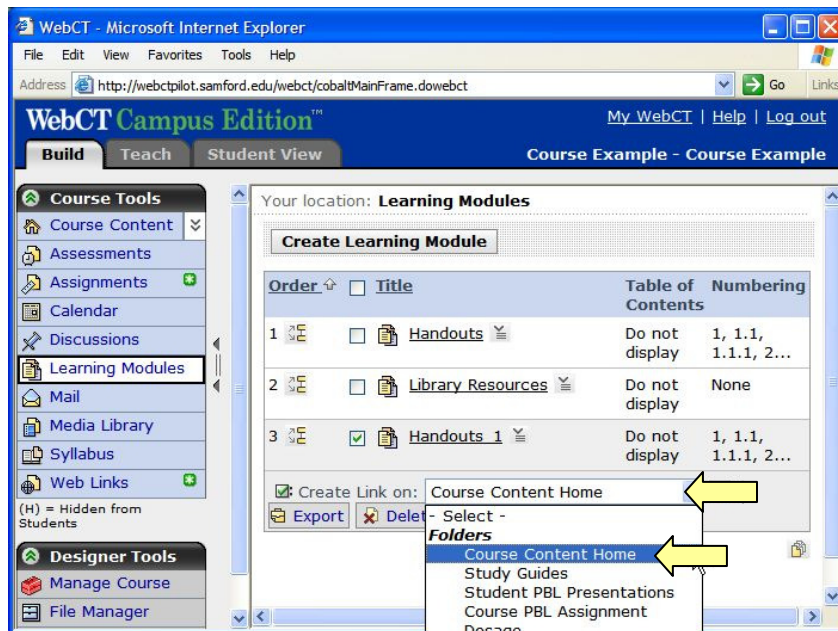


### 3. Modify the Content Module/Learning Module settings.

- a. Click **Learning Modules**.
- b. Select the Learning Module you just imported by placing a check mark in the box:



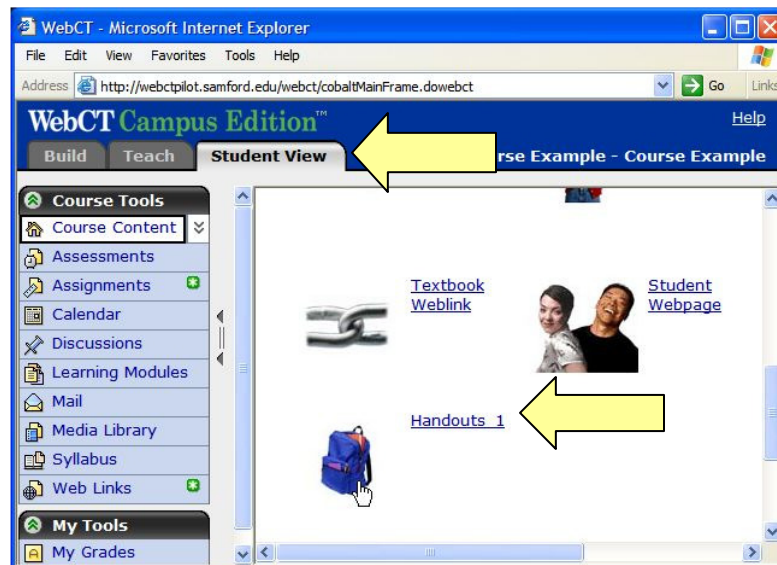
- c. Put a link to the Learning Module on the course home page by clicking on the pull-down menu and selecting **Course Content Home**, then clicking on the green arrow immediately to the right of the pull-down menu.



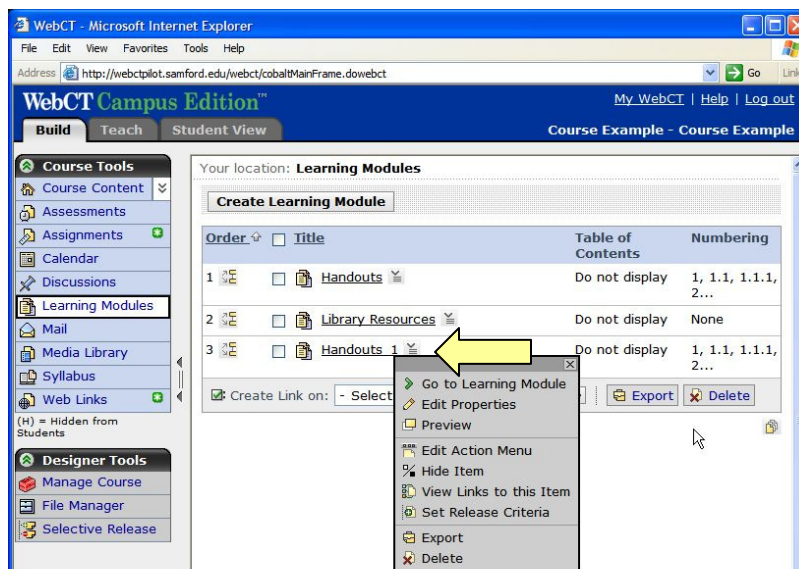
- d. You should receive confirmation that your Learning Module has been added to the course home page.

## Handout 4: Exporting Content Modules/Learning Modules

- e. Click on the **Student View** tab and then the name of the Learning Module. Review the Learning Module and make note of any changes that are needed.



- f. Go back to the **Build** tab, then click **Learning Modules**.  
g. Click on the ActionLink icon to adjust settings and make other changes.



### Need more help?

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

Lisa McNeal  
lamcneal@samford.edu  
726-2138

Joe Zellner  
jnzellne@samford.edu  
726-2108