

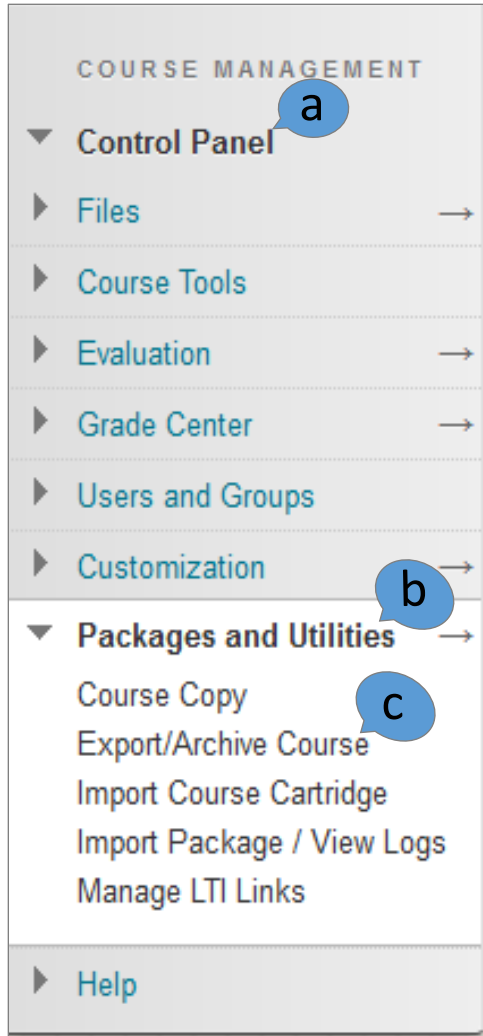


HOW TO EXPORT YOUR COURSE CONTENT FROM CONNECT

This document has been prepared by the Centre for Teaching and Learning, to assist in the transition from Connect to Canvas. For additional questions or concerns, email ctl.helpdesk@ubc.ca



1. Log into connect.ubc.ca with your CWL Credentials
2. Click on **Courses** and then click on the course that you would like to export content from.
3. Once you are inside of your course go to the course management column on the left hand side.
 - a. Click on **Control Panel**
 - b. Click on **Packages and Utilities**
 - c. Next, click **Export/Archive Course**



4. Click **Export Package** on the Action Bar.





5. On the **Export Course** page, do the following:
 - a. Select the option to **Copy links and include copies of the files in the course default directory** under **Course Files Default Directory**.
 - b. Select the option to **Copy links and include copies of the files in the course default directory** under **Files Outside of the Course Default Directory**.
 - c. Click **Calculate Size** to ensure that the package size does not exceed the displayed allowed package size (To remove files and folders from the package, click Manage Package Contents).

Canvas provides 4GB storage size per course

5 Export Course

Export Course creates a package of course content for reuse. Exporting a course includes Content, Settings, and Tools, but does not include user records. To create a copy of a course including user records, use Archive Course. [More Help](#)

Cancel Submit

SELECT COPY OPTIONS

✱ Source Course ID TEST.UBCO.Canvasmigration.2017W

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

Package Size

C Calculate Size Manage Package Contents

SELECT COURSE MATERIALS

Select materials to include in the export package. For a package to serve as an exact record, including user records, use archive instead of export.

Select All Unselect All



6. To customize what materials you would like to export, make sure to **select/unselect** as you see fit.
- When done click **Submit**.
 - If you click on select all, those items that have content will be exported.

SELECT COURSE MATERIALS

Select materials to include in the export package. For a package to serve as an exact record, including user records, use archive instead of export.

6

Select All Unselect All

- Content Areas
 - Welcome to your course!
 - Course Content
 - Blank Page
- Adaptive Release Rules for Content
- Announcements
- Blackboard Collaborate Voice Authoring
- Blackboard Collaborate Voice Board
- Blackboard Collaborate Voice Podcaster
- Blackboard Collaborate Voice Presentation
- 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
 - Availability
 - Banner Image
 - Duration
 - Language Pack
 - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

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Cancel Submit



7. After clicking Submit, you should see a success notification. The export may take several minutes to complete. If your exported file is very big (e.g. 1GB), it may take more time for the export to complete. If this is the case, you may come back later to this webpage.

7 Success: This action has been queued. An email will be sent when the process is complete.

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

Refresh

8. Once the export is complete you will see a link of the exported content as a .zip file.
 - a) Click on the name of the archive package. This will prompt it to download the .zip file onto your computer.

Export Package Archive Course Export Common Cartridge Package

Refresh

File Name	Date Created
ExportFile_WS.UBCO.CTL.DEMO.BRIAN.POWELL.2015W_20180723103924.zip	7/23/18 10:39 AM

Displaying 1 to 1 of 1 items Show All Edit Paging...