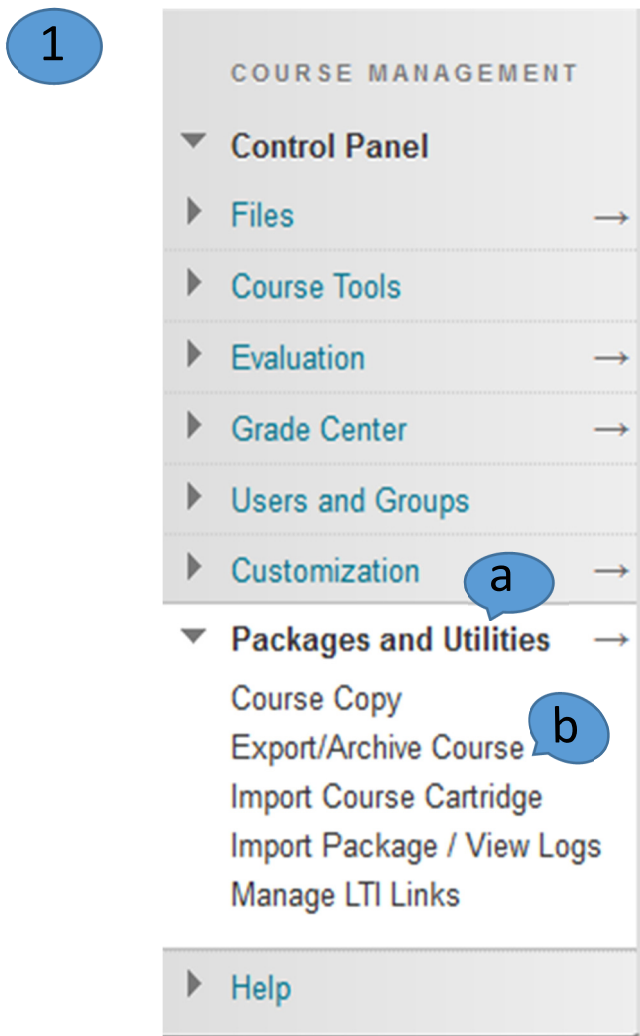




INSTRUCTIONS FOR EXPORTING FROM CONNECT

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

1. As an instructor inside of your course, go to **Control Panel > Packages and Utilities >** on the left side of the screen and click **Export/Archive Course**



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



3. 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 has a maximum of 4GB per course

The screenshot shows the 'Export Course' page. At the top, there is a header 'Export Course' with a sub-header '3' in a blue circle. Below the header is a 'Cancel' button and a 'Submit' button. The main content area is divided into sections: 'SELECT COPY OPTIONS', 'FILE ATTACHMENTS', and 'SELECT COURSE MATERIALS'. In the 'FILE ATTACHMENTS' section, there are two radio button options for 'Course Files Default Directory' and 'Files Outside of the Course Default Directory'. Option 'a' points to the selected radio button for 'Course Files Default Directory'. Option 'b' points to the selected radio button for 'Files Outside of the Course Default Directory'. Option 'c' points to the 'Calculate Size' button. The 'SELECT COURSE MATERIALS' section has 'Select All' and 'Unselect All' buttons.

4. To customize what materials you would like to export, make sure to select/unselect as you see fit. When done click **Submit**.
 - If you select all only items with content will be exported.
 - You may not want to select items that were specific to the course

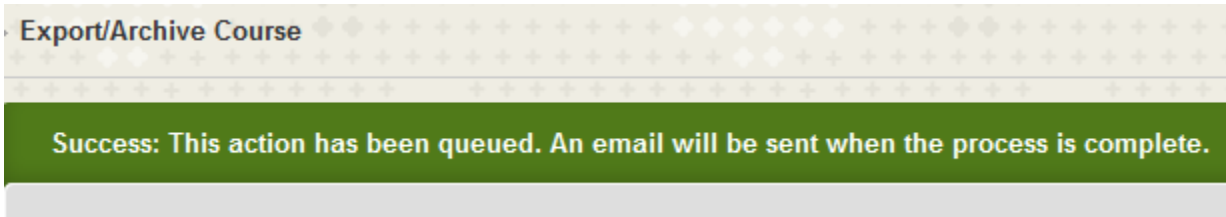
SELECT COURSE MATERIALS

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.

<input type="checkbox"/> Content Areas	<input type="checkbox"/> Glossary
<input type="checkbox"/> Welcome to your course!	<input type="checkbox"/> Grade Center Columns and Settings
<input type="checkbox"/> Course Content	<input type="checkbox"/> Group Settings
<input type="checkbox"/> Blank Page	<input type="checkbox"/> Journals
<input type="checkbox"/> Adaptive Release Rules for Content	<input type="checkbox"/> Retention Center Rules
<input type="checkbox"/> Announcements	<input type="checkbox"/> Rubrics
<input type="checkbox"/> Blackboard Collaborate Voice Authoring	<input type="checkbox"/> Settings
<input type="checkbox"/> Blackboard Collaborate Voice Board	<input type="checkbox"/> Availability
<input type="checkbox"/> Blackboard Collaborate Voice Podcaster	<input type="checkbox"/> Banner Image
<input type="checkbox"/> Blackboard Collaborate Voice Presentation	<input type="checkbox"/> Duration
<input type="checkbox"/> Blogs	<input type="checkbox"/> Language Pack
<input type="checkbox"/> Calendar	<input type="checkbox"/> Navigation Settings
<input type="checkbox"/> Contacts	<input type="checkbox"/> Tasks
<input type="checkbox"/> Content Alignments	<input type="checkbox"/> Tests, Surveys, and Pools
<input type="checkbox"/> Discussion Board	<input type="checkbox"/> Wikis
<input checked="" type="radio"/> Include starter posts for each thread in each forum (anonymized)	
<input type="radio"/> Include only the forums, with no starter posts	

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5. After clicking Submit, you should receive a Success notification. This may take several minutes to complete. Please refresh the page.



6. Once this is complete navigate back to the **Export/Archive Course** page (the previous page you were on) and click the name of the archive package to open the file and this will prompt you to download it as a .zip file on to your computer. We recommend that you download and save this content in two separate locations, such as your computer and a USB flash drive.

