

Learning Management System user guide: Subject Export and Import

EXPORTING A SUBJECT

1. In the *Control Panel* of your subject, select **Export Subject** from the *Subject Options* module.
2. On the *Export/Archive Manager* page, select the **Export** icon from the horizontal tool menu.
3. On the *Export Subject* page, select the checkboxes for materials to be exported.
4. Click **Submit** and then **OK** on the following receipt page. Your request is queued and an email sent to you when the system has generated the package file.
5. Return to the *Export/Archive Manager* page. The export file should be visible as a link in the following format:
ExportFile_(SubjectID)_20070618111253.zip
6. Download the zip file by right-clicking the file and selecting **Save Target As**.
7. Remove the file from the *Export/Archive Manager* page by clicking the **Remove** button.

IMPORTING A SUBJECT

1. In the *Control Panel* of your subject, select **Import Package** from the *Subject Options* module.
2. Click **Browse**, locate your package file and click **Open**.
3. Select the checkboxes for the materials you wish to import.
4. Click **Submit** and then **OK** on the following receipt page.

Report any errors or omissions in this user guide to:

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