

Downloading Content from WebCT

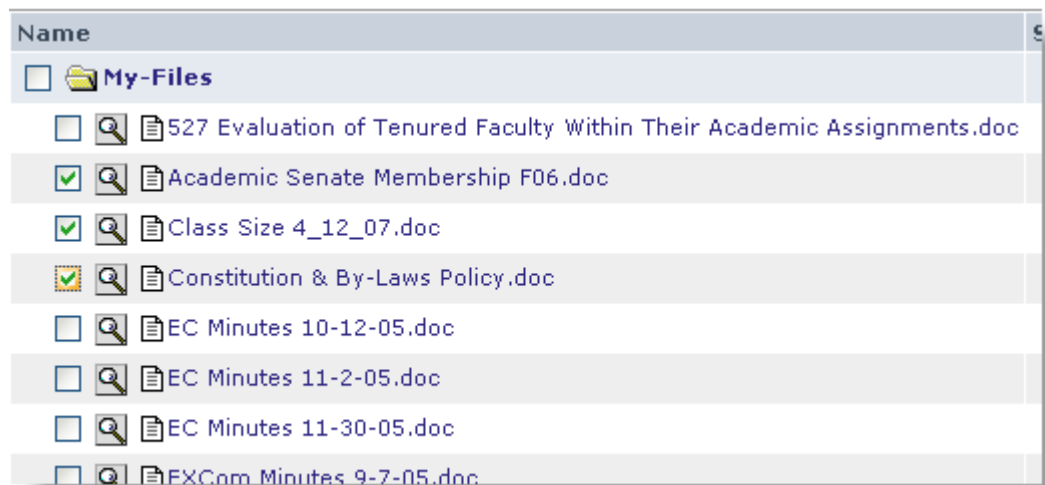
In this process, you will create a Zip file that contains all the content you have added to your course. This zip file can be uploaded to Moodle or any other Learning Management System.

Create a Zip File of your Content

Step 1: Login as a designer and go to your course.

Step 2: Click the **Control Panel** and then click **Manage Files**.

Step 3: Select the all Files you would like to download



Step 4: Select **Zip** from the **Options:Files** menu . You will then see the files you selected to be zipped.

Step 5: Give your Zip file a name and select **Zip** again



Step 6: The file will be created in the My-Files Directory



Download the File to your Computer

Step 1: Select the Zip file and select Download from the **Options: Folders** menu

Step 2: Select Download again

Homepage > Expanded Control Panel > Manage Files > **Download File**

Download File

Click **Download** to save file `cru200_backup.zip` to your computer.

Step 3: Select Save File and navigate to where you would like to save the file on your computer. You can save the file on your hard drive or on a portable flash drive.

