

## Copying WebCT Content

- Log into the desired course
- Click on the Build tab
- Click on File Manager
- Click to select desired data files
- Click on Zip
- Click on My Computer
- Click on Save
- Browse to the desired location to save the file
- Click Save
- Click Close

## Importing Copied Content

- Extract zipped files to a designated folder
  
- Log into desired course
- Click on the Build tab
- Click on File Manager
- Click on Get Files
- Click on My Computer
- Browse to location
- Select file(s)
- Click Open
- Files should now appear
- Continue building the course as you would with any other file uploading, except browse to Class Files (**not** *My Computer*) to add files to Course Content, etc.

