

# SacCT

## Copying Course Content

### HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

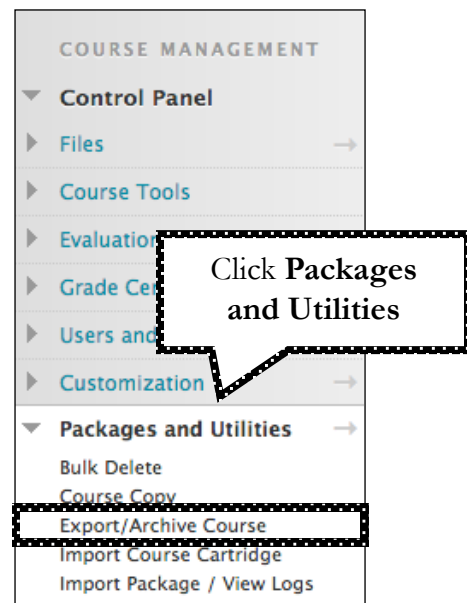
### COPYING A COURSE

This guide will show you how to copy a course from a previous semester to a current course, using the export and import feature in SacCT.

#### Create a Course Archive

In the following steps, you will first create an archive of the course that contains the content you would like to copy.

- step 1.* Login to SacCT (<https://sacct.csus.edu>)
- step 2.* Under the **SacCT Courses** list, click on the **Course Title** of the course you would like to copy from.
- step 3.* From the **Course Management** menu on the bottom left, click on **Packages and Utilities**.
- step 4.* Click **Export/Archive Course**.
- step 5.* This will open an **Export/Archive Course** page, click on **Archive Course**.



- step 6.* An **Archive Course** page will open. Under the heading **Select Copy Options**, it is recommended that the **Include Grade Center History** option remain unchecked.
- step 7.* Click **Submit**.

*step 8.* You will be brought back to the **Export/Archive Course** page and a green confirmation message will appear at the top. A confirmation email will be sent to your Saclink email, once the archiving has been completed.

**Archive Course**  
*Archive Course creates a permanent record of a course including all the content and user interactions available at the time the Archive is initiated. [More Help](#)*

Cancel Submit

**1. Select Copy Options**

★ Source Course ID DEV\_AIT\_ER

Include Grade Center History (increases file size and processing time)

**2. File Attachments**

*Click **Calculate Size** to make sure that the package size does not exceed the limit.*

Package Size Calculate Size Manage Package Contents

**3. Submit**

*Click Submit to proceed. Click Cancel to quit.*

Cancel Submit

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## Download the Course Archive

In the following steps, you will download the course archive that contains the content you would like to copy.

- step 1.* Login to SacCT (<https://sacct.csus.edu>)
- step 2.* Under the **SacCT Courses** list, click on the **Course Title** of the course that contains the content you would like to copy.
- step 3.* From the **Course Management** menu on the bottom left, click on **Packages and Utilities**
- step 4.* Click **Export/Archive Course**.
- step 5.* Download the zip file by clicking on the file name, for example, **ArchiveFile\_DEV\_AIT\_KP\_20130807010732.zip**.

## 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

File Name	Date Created
<a href="#">ArchiveFile_DEV_AIT_KP_20130807010732.zip</a>	8/7/13 1:08 PM

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

*step 6.* Save the zip file on to your desktop for easy access.

## Import Your Course Archive

In the final steps of this process, you will import the course archive file into your new course.

- step 1.* Open the course where you would like to copy the content into, i.e. your new course.
- step 2.* From the **Course Management** menu on the bottom left, click on **Packages and Utilities**

COURSE MANAGEMENT

- ▼ Control Panel
- ▶ Files →
- ▶ Course Tools
- ▶ Evaluation →
- ▶ Grade Center →
- ▶ Users and Groups
- ▶ Customization
- ▼ Packages and Utilities
  - Bulk Delete
  - Course Copy
  - Export/Archive Course
  - Import Course Cartridge
  - Import Package / View Logs

Click Packages and Utilities

step 3. Click **Import Package/View Logs**.

**Import Package / View Logs**

Import a package file of course content for use in the course. Compatible packages include Blackboard Learn, Common Cartridge, Blackboard Vista 8 and Blackboard ANGEL 7.4 and 8.0. View the log files that are generated after each import. The log files generated by course copy are also listed on this page. You must have the proper permissions to perform this operation. [More Help](#)

**Import Package**

Click Import Package

Import/Copy Log Name	Import/Copy DateTime
<a href="#">ImportFile_DEV_AIT_KP_20130807012534_detailed.txt</a>	Aug 7, 2013 1:26:01 PM PDT

Displaying 1 to 1 of 1 items | [Show All](#) [Edit Paging...](#)

step 4. Click **Import Package**.

step 5. Select **Browse My Computer** to search and select the archive zip file you previously saved to your desktop.

step 6. Under the **Course Materials** section, click **Select All**.

step 7. Click **Submit**.

**Import Package**

An Import package is a .ZIP file of exported Course content. Importing a package into an existing Course copies the content of the package into the existing Course. Import packages do not include user enrollments or records, such as discussion board posts and assessment attempts. [More Help](#)

[Cancel](#) [Submit](#)

- Select Copy Options**
  - ✦ Destination Course ID DEV\_AIT\_KP
- Select a Package**

Click **Browse** to locate the course package:  
Uploading large packages may take a long time.

  - ✦ Select a Package [Browse My Computer](#)
- Select Course Materials**

Select materials to include. To recreate a course from an archive package, including user records, use restore instead of import.

[Select All](#) [Unselect All](#)

  - Content Areas
  - Adaptive Release Rules for Content
  - Announcements
  - Blogs
  - Calendar

*step 8.* You will be brought back to the **Import Package / View Logs** page and a green confirmation message will appear at the top. A confirmation email will be sent once the importing has been completed.

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

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



### TIP: Importing the Course Archive

1. Depending on the course content, the importing process may take a few minutes.
2. After importing the course content you will need to edit the copied content. For example, you might have duplicate tool links that no longer apply to your current course and need to be removed.