

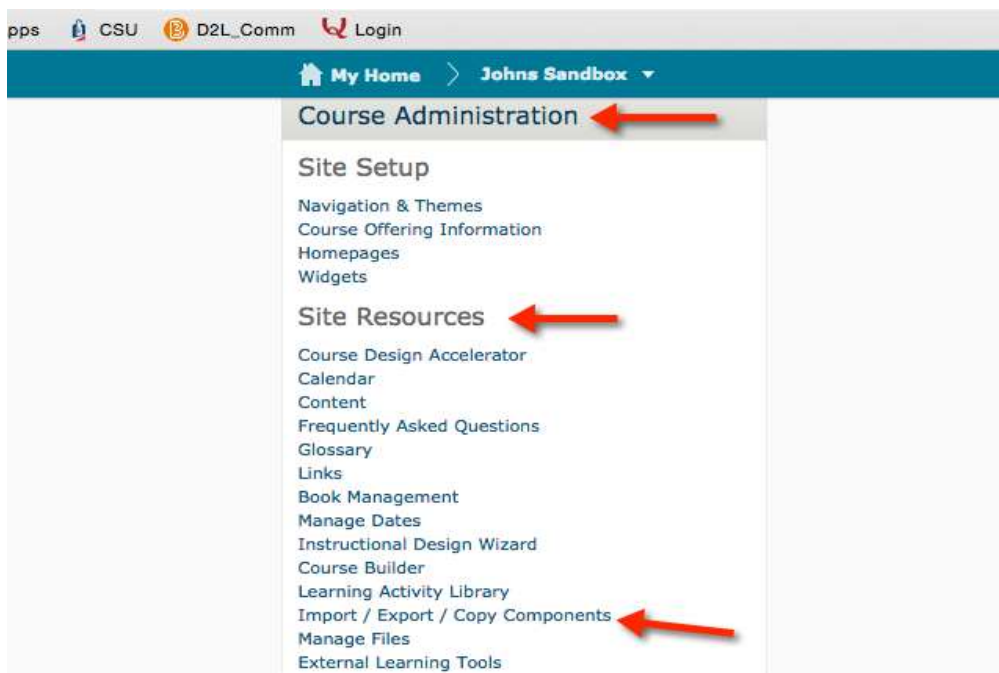
Exporting a Course Guide

1. Log in to Cougar View at: <https://colstate.view.usg.edu>
2. Find and select the course that you want to export.



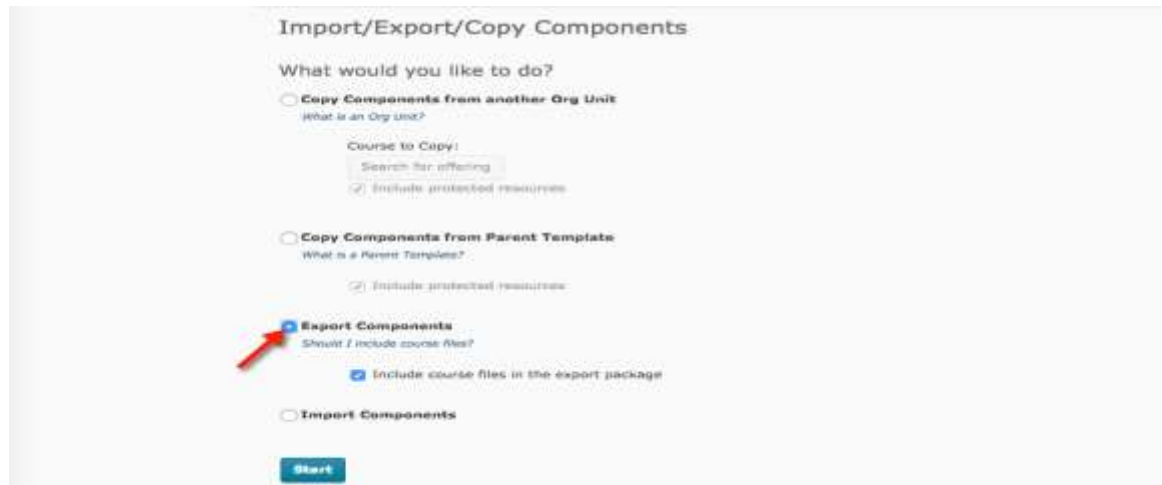
The screenshot shows the Cougar View interface. On the left, there are two sections: 'Technical Resources' and 'Academic Resources'. The 'Technical Resources' section includes links for 'CougarVIEW Starter Guide', 'CougarVIEW Troubleshooting', 'CougarVIEW-D2L Help Center', 'Atomic Learning Log-in', and 'Microsoft 365 Portal'. The 'Academic Resources' section includes links for 'Advising Services', 'Campus Bookstore', 'Disability Support Services', 'Library Resources', 'Student Complaint Process', and 'Tutoring Services'. On the right, the 'My Courses' section is visible. It has a 'Semester' dropdown menu with a 'Select Semester' button. Below that is a 'Last 10 Accessed Courses' section with a search bar. The search bar contains the text 'Search for courses' and a magnifying glass icon. Below the search bar, there are two course entries: 'Johns_Course_template - Johns Sandbox Sandbox' and 'Sandbox for FA16 - Sandbox for FA16 Art Department'. A red arrow points to the second course entry.

3. Scroll down to find the heading Course Administration. Under the sub-heading Site Resources click on Import / Export/ Copy Components.



The screenshot shows the Cougar View interface. At the top, there is a navigation bar with 'My Home' and 'Johns Sandbox'. Below the navigation bar, the 'Course Administration' heading is visible, with a red arrow pointing to it. Under 'Course Administration', there are two sub-headings: 'Site Setup' and 'Site Resources'. The 'Site Resources' sub-heading has a red arrow pointing to it. Under 'Site Resources', there are several options: 'Course Design Accelerator', 'Calendar', 'Content', 'Frequently Asked Questions', 'Glossary', 'Links', 'Book Management', 'Manage Dates', 'Instructional Design Wizard', 'Course Builder', 'Learning Activity Library', 'Import / Export / Copy Components', 'Manage Files', and 'External Learning Tools'. A red arrow points to the 'Import / Export / Copy Components' option.

4. Click the third option - Export Components.



Import/Export/Copy Components

What would you like to do?

Copy Components from another Org Unit
What is an Org Unit?

Course to Copy:
Search for offering
 Include protected resources

Copy Components from Parent Template
What is a Parent Template?

Include protected resources

Export Components
Should I include course files?

Include course files in the export package

Import Components

Start

5. Click Start.

6. To export all components, check the content box, and check the Select All Components box.



Calendar | Email | GALILEO | Locker

 **COLUMBUS STATE UNIVERSITY** Johns Sandbox

Course Home | Content | Discussions | Dropbox | Quizzes | Grades | Checklist

Select Course Material

Select Components to Export

Select All Components

Content (6 item(s))

Export all items

Select individual items to export

Continue | Go Back | Cancel

7. To export some content, check the content box and check select individual items to export.



Select Course Material

Select Components to Export

Select All Components

Content (6 item(s))

Export all items

Select individual items to export

Continue

Go Back

Cancel

8. Click continue.

9. Click finish.

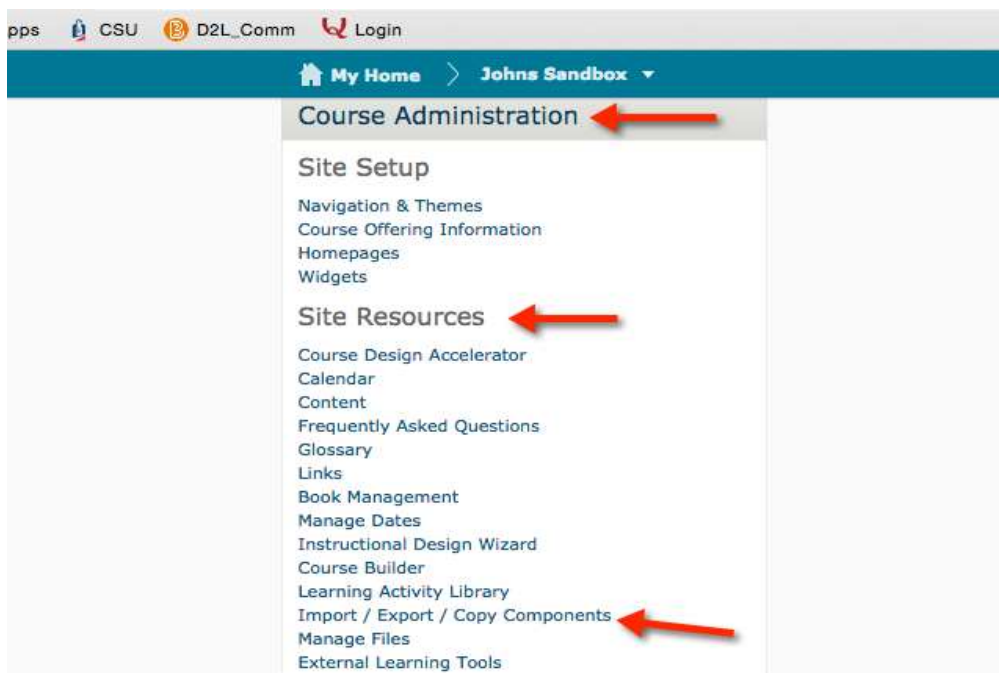
Importing a Course Guide

1. Log in to Cougar View at: <https://colstate.view.usg.edu>
2. Find and select the course that you want to import into.



The screenshot shows the Cougar View interface. On the left, there are two sections: 'Technical Resources' and 'Academic Resources'. The 'Technical Resources' section includes links for 'CougarVIEW Starter Guide', 'CougarVIEW Troubleshooting', 'CougarVIEW-D2L Help Center', 'Atomic Learning Log-in', and 'Microsoft 365 Portal'. The 'Academic Resources' section includes links for 'Advising Services', 'Campus Bookstore', 'Disability Support Services', 'Library Resources', 'Student Complaint Process', and 'Tutoring Services'. On the right, the 'My Courses' section is visible. It has a 'Semester' dropdown menu with a 'Select Semester' button. Below that is a 'Last 10 Accessed Courses' section with a search bar. The search results list two courses: 'Johns_Course_template - Johns Sandbox Sandbox' and 'Sandbox for FA16 - Sandbox for FA16 Art Department'. A red arrow points to the second course.

3. Scroll down to find the heading Course Administration. Under the sub-heading Site Resources click on Import / Export/ Copy Components.



The screenshot shows the Cougar View interface with the 'Course Administration' menu open. The menu is divided into two sections: 'Site Setup' and 'Site Resources'. The 'Site Setup' section includes 'Navigation & Themes', 'Course Offering Information', 'Homepages', and 'Widgets'. The 'Site Resources' section includes 'Course Design Accelerator', 'Calendar', 'Content', 'Frequently Asked Questions', 'Glossary', 'Links', 'Book Management', 'Manage Dates', 'Instructional Design Wizard', 'Course Builder', 'Learning Activity Library', 'Import / Export / Copy Components', 'Manage Files', and 'External Learning Tools'. Three red arrows point to the 'Course Administration' heading, the 'Site Resources' sub-heading, and the 'Import / Export / Copy Components' option.

4. Click the last option - Import Components.

My Home > Johns Sandbox

Calendar | Email | GALILEO | Locker

COLUMBUS STATE UNIVERSITY Johns Sandbox

Course Home | Content | Discussions | Dropbox | Quizzes
Grades | Checklist

Import/Export/Copy Components

What would you like to do?

Copy Components from another Org Unit
What is an Org Unit?

Course to Copy:
Search for offering
 Include protected resources

Copy Components from Parent Template
What is a Parent Template?

Include protected resources

Export Components
Should I include course files?

Include course files in the export package

Import Components

Start

5. Click Start

6. Click upload to select the exported zip file.

ortExport/import_export.d2i7ou=1130881&%3bsp=1

Import Course Package

Select File

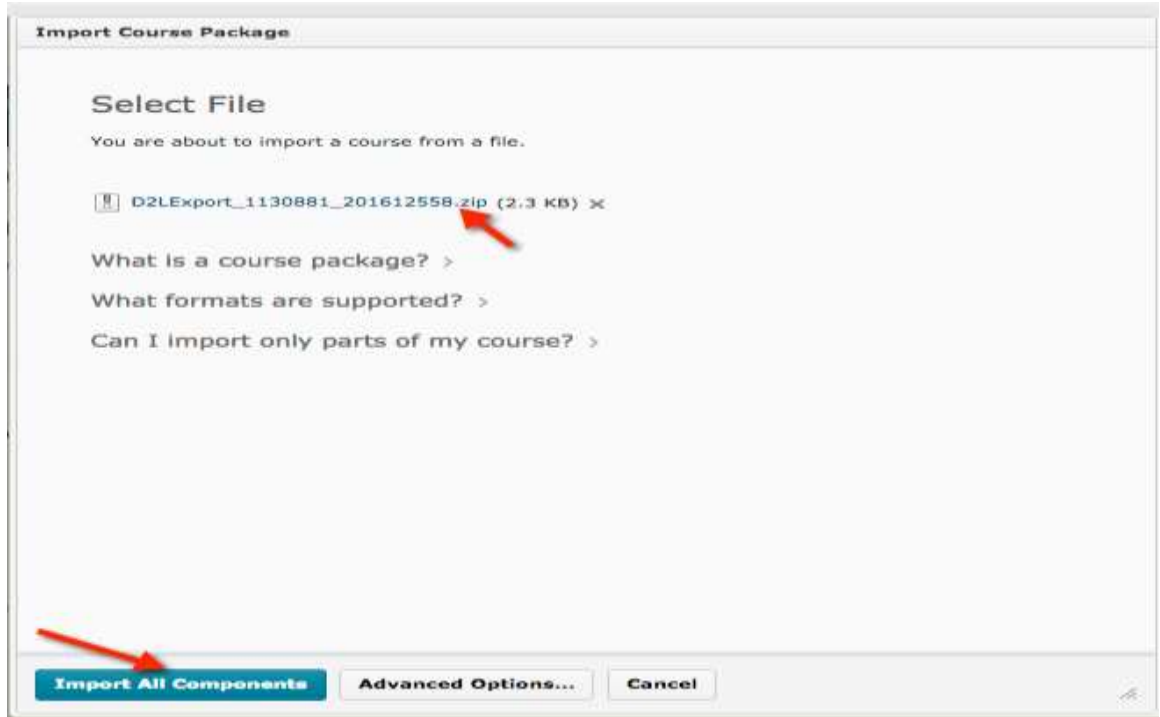
You are about to import a course from a file.

Drag and drop your course package here or use the "Upload" button to browse to your file. The file should be a .zip or another archive format. To add individual content (.doc, .ppt, .jpg, etc.), add a module in Content and place your file there.

What is a course package? >
What formats are supported? >
Can I import only parts of my course? >

Import All Components | **Advanced Options...** | **Cancel**

7. After uploading the file, click import all components.



8. After the content is imported, click view content to go into the imported course.

