

Importing a Saved Backup or Export File

From the ANGEL 7.4 Instructor Reference Manual

This procedure is useful if the instructor does not have editing rights to the course with the content to be used, but does have access to the archive file; or when a course is no longer available on the ANGEL server, and a downloaded archive is available.

1. Enter the course for which you want to import content. Go to **Manage > Import Console**.
2. Click the **Content Package** hyperlink.

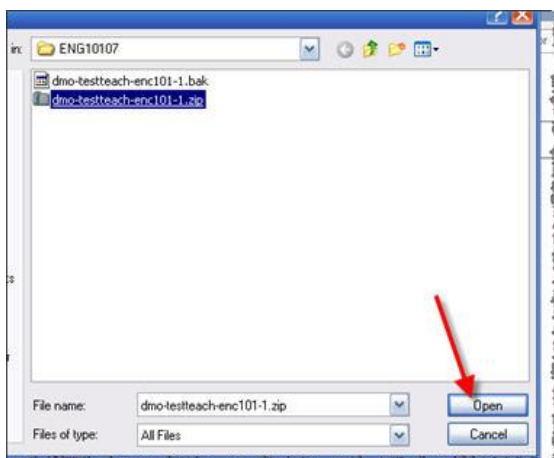


Note: This same option is used to import a test bank from many exam programs, such as ExamView® and import content from other course management systems such as BlackBoard™.

3. Click the **Browse** button to find the file to be imported.



4. Find the file to be imported and then click the **Open** button in the pop-up window.



5. Click the **Upload File** button. The upload might take up to 30 minutes, depending on your Internet connection speed and the size of the content.



Step 2 allows you to designate the portions of the course content to be imported in the Import New Course Content page.



Note: If you are importing a backup file, it will contain student records, grades, e-mail, submissions, discussion forum postings, and more. Uncheck the User Data column so that they will not be imported into the new course. All assignments remain, but do not contain any student submissions. You might also want to uncheck Calendar Items and Announcements if you do not want them in the new course.

6. Click the **Next** button at the bottom of the list after you finish.

7. The import process might take several minutes, depending on the size of the import file and system load. While the content is importing, you can browse around the course or exit the course and perform other tasks on the system.