



Converting WebCT Courses into eLC

Converting an existing WebCT course into eLearning Commons is a four step process:

- I. Clean-up WebCT course
- II. Export and Download WebCT course
- III. Import into eLC
- IV. Remove zip files

The tables below detail the procedures for each step.

I. Clean-up WebCT Course

The export process will include all data in a course. Some of this data may be extraneous and will lead to the creation of a very large (100+ MB) file. Users may experience difficulties downloading or importing very large files.

It is recommended that users delete class roll information, previous backups, exports or unused files from a course. Video files may also be very large and should not be included in an export. It is recommended that these files be placed on a streaming or podcasting server; please contact OIT for assistance with transferring video files.

Delete Class Roll Information		
Step	Action	Result
1.	Log into WebCT at http://webct.uga.edu	The WebCT Course List will appear.
2.	Select the course you want to convert into eLC.	The course will open.
3.	Select Control Panel	The Control Panel opens.
4.	Select Manage Course	The Manage Course page opens.
5.	Select Manage Students	The list of enrolled students appears.
6.	From the Options: Advanced dropdown list select 'Delete All Records'. Click Go.	Two warning messages will appear, confirming the action to delete students. Click OK to proceed.

Delete Unused Files, Backups, etc.		
Step	Action	Result
1.	Assuming you have already completed steps 1-3 above...	
2.	Select Manage Files	A list of files in the course appears
3.	Check the files you wish to delete.	Look for files that end in '.zip' or are very large (> 100,000,000)
4.	Click the Delete button on the right side of the screen within Options: Files section	A confirmation screen appears.
5.	Click Delete to confirm deletion of the selected file	A revised list of files in the course appears.



II. Export and Download WebCT Course

We have noticed that some browsers are configured to prevent downloading of files. Internet Explorer will display a message at the top of the screen (just below the tool bar) indicating that the current configuration prevented the download. If this occurs, click the message and instruct the browser to allow download of the file. Note that the download has been prevented and you will have to download the file again (see the step-action table If Download Fails).

Export and Download		
Step	Action	Result
1.	Assuming you have already completed steps 1-3 above...	
2.	Select Manage Course.	The Manage Course page opens.
3.	Select Export Content located on the bottom right.	The Export Content page will appear.
4.	Select the Export Course radio button.	The radio button is highlighted in blue.
5.	Check the box next to "Download the content package to my computer after export."	The box is checked.
6.	Select Continue.	WebCT will create a zip file and download it to your computer. This may take several minutes.
7.	A window will appear asking if you wish to open or save your file, select Save File and then OK.	Your file is now saved on your computer. If you do not see this window, the download has failed, see the step action table below.

If Download Fails		
Step	Action	Result
1.	Take appropriate steps to allow your browser to download files from the internet.	If you need assistance, contact OIT-TWT at 706-583-0409 or twt@uga.edu
2.	Log into your WebCT course as described above.	
3.	Select Manage Files.	A list of files in your course appears.
4.	Select the course export archive file.	The file will end with the extension .zip and its date of creation will be the current date.
5.	Click the Download button on the right side of the screen.	A confirmation screen appears.
6.	Click Download to confirm download of the selected file.	The download will start.
7.	A window will appear asking if you wish to open or save your file, select Save File and then OK.	Your file is now saved on your computer.



III. Import into eLC

Import		
Step	Action	Result
1.	Log into eLC at http://elc.uga.edu	The eLC Course List will appear.
2.	Select the course for which you want to import your WebCT content. You must have designer rights for this course.	The course will open.
3.	If your course is blank, you will be on the Assign Course Content page. Select Import Content from File and then Continue. If your course already has content in it, select Manage Course under Designer Tools and then Import.	The Content Browser window will appear.
4.	Select the My Computer icon in the Content Browser window.	The Open Window will appear.
5.	Select the WebCT file that you downloaded. Select Open.	The course will upload and import into eLC. The system displays messages as it progresses through the import process concluding with 'The content package was imported...'. Scroll to the bottom of the screen.
6.	Select Return to view your course.	You will now be able to view your course.



IV. Remove WebCT .zip Files from eLC

After the conversion is complete, it is a wise idea to delete the WebCT .zip file from your eLC. This will free up space for your course materials in eLC.

Step	Action	Result
1.	Log into eLC at http://elc.uga.edu	The eLC Course List will appear.
2.	Select the Content Manager tab.	My Files will open.
3.	Check the box next to the WebCT .zip file	The file name will be highlighted.
4.	Select Delete located at the bottom of the screen.	A pop-up box will appear asking if you are sure you want to delete the file.
5.	Select OK.	The WebCT .zip file will be deleted.

Technical Support

If you are having technical difficulties or have any questions, please contact TWT (Teaching With Technology) at 706-583-0409 or twt@uga.edu.