WebCT to Blackboard

Gathering Files Out of WebCT

Issues and Answers

Issue: I can't find the ZIP file I downloaded to my computer from WebCT.

Answer: This will vary depending on your operating system and the browser you are using. Here are some guidelines for popular browsers in use.

<u>Windows Computers:</u>
- Internet Explorer— You choose name and location when you save the file
- Firefox—The default location is your Desktop
- Google Chrome—The default location is the Downloads folder in My Documents

<u>Mac Computers:</u>
- Safari in OS 10.4—The default location is the Desktop
- Safari in OS 10.5—The default location is the Download folder in your Home Directory
- Firefox—The default location is your Desktop

Tips and Tricks

Tip: Go through your files and work on organizing them in sub-folders. This will make the training go smoother and life easier going forward.

This document is intended for anyone that needs to download their course files from WebCT. If you keep a copy of your files outside of WebCT, bring those files with you to training. You don't need this job aid. However, if you need to download your files, you will repeat the steps presented here for each WebCT course you are transferring over to Blackboard.

Step 1: Log into WebCT and open the course you want to retrieve your files from.

Step 2: Click on the Control Panel button.   **Control Panel**

Step 3: Click on the Manage Files button.   **Manage Files**

Step 4: You will see an area showing all your files and folders in that WebCT shell. You will want to find the folder called WebCT-Files (highlighted in blue) and make sure it is closed like the image below (no files are needed in here). Open all folders within My-Files (highlighted in red) to expose all the files you have uploaded. Click the checkbox in front of all the files listed (highlighted in green) after the My-Files folder but before the WebCT-Files folder. Note: Do not check any of the folders.

Folders and Files
Click on a folder below to view its files.
Display this file information: ☑ Size ☑ Date ☑ Time Update

Name
☐ 📁 My-Files
☐ 🔍 📄 CTLTMultimediaTrainer_QIZ_20100209100222.zip
☐ 📁 WebCT-Files
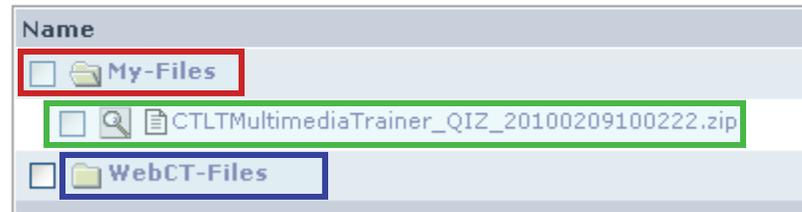
Step 5: Click on the Zip button   **Zip**   to create a compressed Zip file of all your selected files. Note: If you see an error, you most likely have a duplicate filename. You will have to either rename a file or remove one from the zip process.

Step 6: Click on the Download button **Download** to get the files out of WebCT and on to your computer.

Step 7: Create a folder for that course at a location you are able to access from any computer (network storage or a USB drive).

Step 8: Move the Zip file into that folder then double click the Zip file to extract all the files out of it (only on Windows XP or newer systems). Special software may be necessary if working on other systems (call ext. 2982 with questions).

Step 9: Make sure you bring these files with you to training to make the best use of your experience