

Exporting and Importing an Interact2 Site

Export Process

The export course feature creates a package of the subject content that you can import and use to teach another subject with the same content.

THINGS TO NOTE

- Export packages are downloaded as compressed ZIP files and are imported in the same format. Do not unzip an export package or delete files from the package, otherwise the package will not be imported correctly.
- If your site exceeds 1 GB, you will not be able to export the site using this method. View point 7 'Exporting an Interact2 Site' for instructions on how to calculate the size of the site. Log an SRS if it exceeds 1 GB
- Please note the following headings **DO NOT** need to be exported when preparing your export file.

Navigation Menu Content Items

- Getting started guide Academics/Academics
- CSU Library
- Learning Opportunities
- Useful Links

Settings

- Navigation Settings

Adding these items, will create duplicate content when you import.

Import Process

A subject import package is a ZIP file of exported subject content. Importing a course package into an existing subject site, copies the content of the package into site. Import packages **do not** include user enrollments or records, such as discussion board posts and assessment attempts.

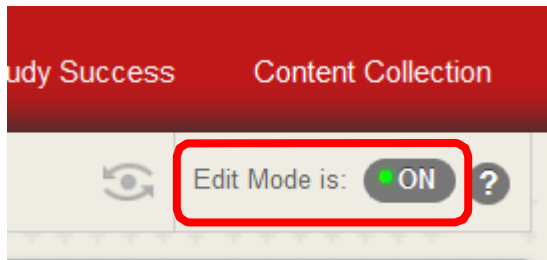
Never upload an exported course package that has been edited after it was created and downloaded. Opening the ZIP file and changing any of the files in the exported course package will result in unstable and unpredictable behavior when the course is imported.

THINGS TO NOTE

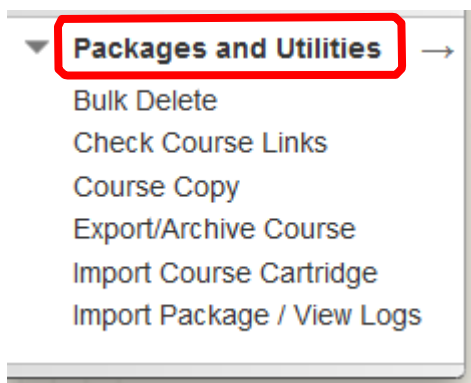
If you import the export file into the site multiple times, it will create multiple items like content, tests, discussions, blogs etc. and content collection files. These will need to be manually removed one by one.

Exporting an Interact2 Site

1. Make sure the 'Edit Mode' button is set to on.
If it displays 'Off' click the button once till it displays 'On' as below.



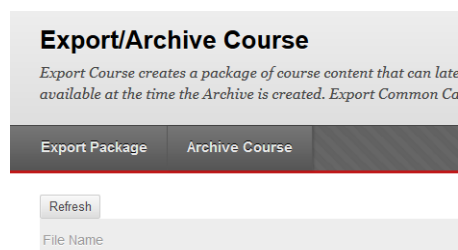
2. Under the 'Course Management' menu, click on 'Control Panel' and click on 'Packages and Utilities'.



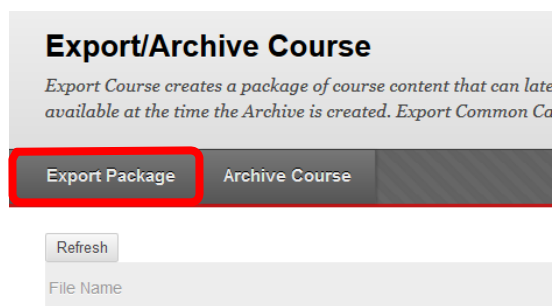
3. Click on 'Export/Archive Course'.



4. This takes you to the Export/Archive screen.



5. Click the 'Export Package' button.



Export/Archive Course

Export Course creates a package of course content that can later be imported into a new course. The package is available at the time the Archive is created. Export Common Ca

Export Package Archive Course

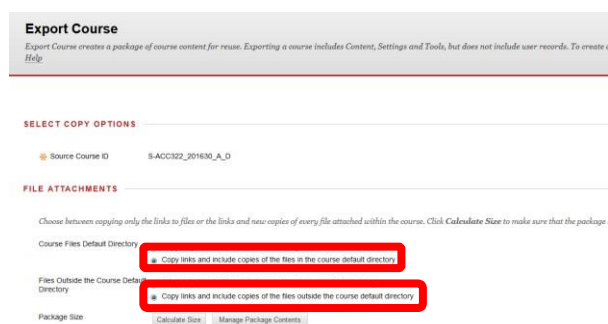
Refresh

File Name

6. Select the options under 'File Attachments' as:

Course Files Default Directory – Recommended option is 'Copy links and include copies of the files in the course directory.'

Files Outside the Course Default Directory – Recommended option is 'Copy links and include copies of the files outside the course default directory.'



Export Course

Export Course creates a package of course content for reuse. Exporting a course includes Content, Settings and Tools, but does not include user records. To create a new course, click the 'Export Course' button.

SELECT COPY OPTIONS

Source Course ID: S-ACC102_201630_A_0

FILE ATTACHMENTS

Choose between copying only the links to files or the links and new copies of every file attached within the course. Click Calculate Size to make sure that the package is within the allowed size.

Course Files Default Directory: ☒ Copy links and include copies of the files in the course default directory

Files Outside the Course Default Directory: ☒ Copy links and include copies of the files outside the course default directory

Package Size: [Calculate Size](#) [Manage Package Contents](#)

7. Click on 'Calculate Size'.

To ensure that the package size does not exceed its maximum limit of 1 GB, click the Calculate Size button.

Package Size

Allowed package size: 1 GB

307.6 MB

[MANAGE PACKAGE CONTENTS](#)

Please Note: If you have exceeded 1 GB, you will not be able to export the site using this method. Please raise an SRS

8. Select the Course Materials that you wish to export (Content Areas, Tools and Settings).

- ☐ Content Areas
 - ☐ About this [] subject
 - ☐ Welcome
 - ☐ Home
 - ☐ Consultation
 - ☐ Quizzes
 - ☐ Client Allocations
 - ☐ Kickoff Meeting
 - ☐ Study Planner
 - ☐ Comment Box
 - ☐ Home
 - ☐ Previous video updates
 - ☐ Topic 1-12

Content Area

Select the Content Areas of the subject that you wish to export.

Tools

Select the tools (e.g. blogs) that you have set up to be copied over. If there is anything you have set up in these tools, that content will copy over with the tool.

- ☐ Adaptive Release Rules for Content
- ☐ Announcements
- ☐ Blogs
- ☐ Calendar
- ☐ Contacts
- ☐ Content Alignments
- ☐ Discussion Board
 - ☐ Include starter posts for each thread in each forum (anonymized)
 - ☒ Include only the forums, with no starter posts

- ☐ Glossary
- ☐ Grade Center Columns and Settings
- ☐ Group Settings
- ☐ Journals
- ☐ Retention Center Rules
- ☐ Rubrics
- ☐ Settings
 - ☐ Availability
 - ☐ Banner Image
 - ☐ Course Guest Access
 - ☐ Course Observer Access
 - ☐ Duration
 - ☐ Enrollment Options
 - ☐ Language Pack
 - ☐ Navigation Settings

You DO NOT need to export the following as they are part of the template:

- Getting started guide Academics/Academics
- CSU Library
- Learning Opportunities
- Useful Links
- Settings

Tests, Surveys, Pools

Subjects with quizzes/tests will need to have Test Surveys and Pools ticked. Tests and Surveys will need to be deployed/set up in the new session after the Import is complete. More information is available in the I2 help and support site under 'Tests' on how to deploy tests.

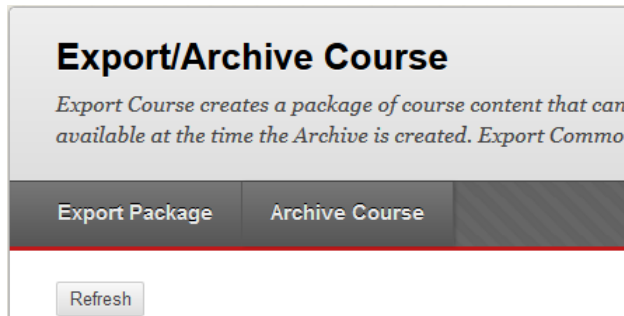
- ☐ Tasks
- ☐ Tests, Surveys, and Pools
- ☐ Wikis

Click **Submit** to proceed.

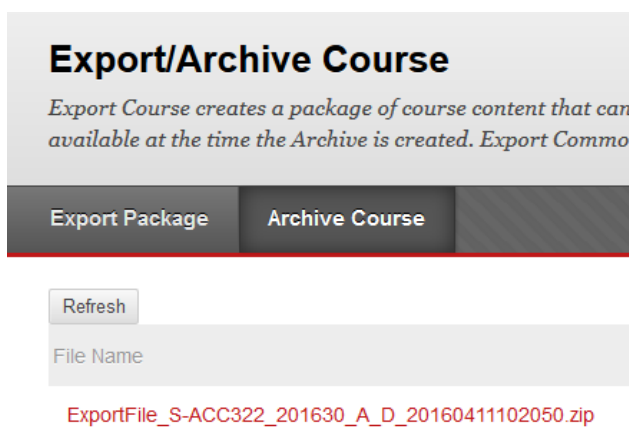
9. Click the 'Submit' button.



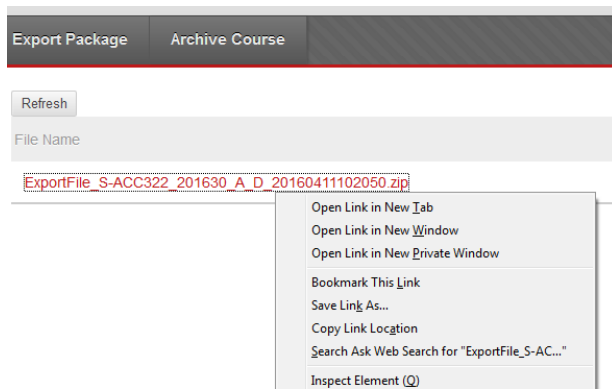
10. This will take you back to the Export/Archive Course Page.



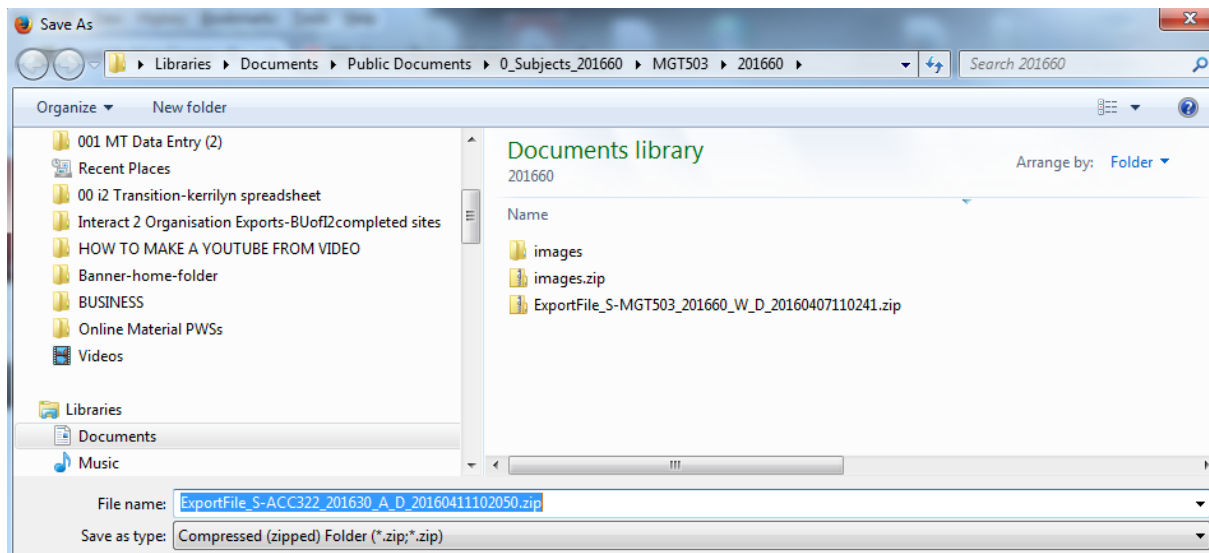
11. You will receive an email notifying you of the successful export. Return to the Export/Archive page to access the zip file. If you are still on the page click on the 'Refresh' button.



12. Save this zip file by right clicking on the file name and click 'Save Link As'.



13. Save the file to a location on your hard drive.

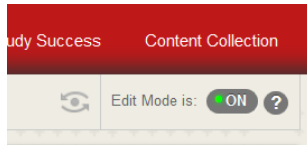


14. The **Export** process is now complete, and you can proceed with the **Import** process.

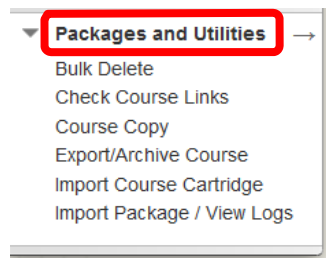
Importing an Interact2 Site Package

To commence the import process, make sure that you are in the correct site.

1. Make sure the 'Edit Mode' button is set to on. If it displays 'Off' click the button once till it displays 'On' as below.



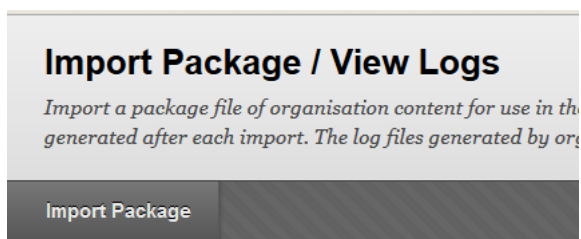
2. Under the 'Course Management' menu, click on 'Control Panel' and click on 'Packages and Utilities'.



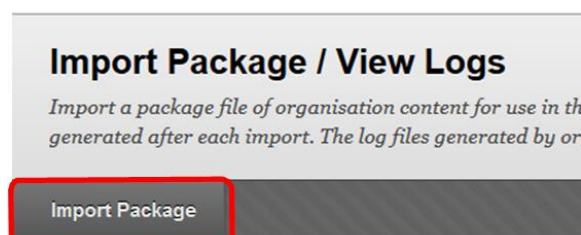
3. Click on 'Import Package/View Logs'.



4. This will take you to the Import Package/View logs screen.



5. Click the 'Import Package' button.



6. You will see this view.

Import Package

An Import package is a .ZIP file of exported Organisation content. Importing a package into an existing Organisation copies the content of the package into enrolments or records, such as discussion board posts and assessment attempts. [More Help](#)

ORGANISATION SELECTION

✧ Destination Organisation ID O-Sharon_session_test

SELECT A PACKAGE

Click **Browse** to locate the organisation package:

Uploading large packages may take a long time.

✧ Select a Package

SELECT ORGANISATION MATERIALS

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

☐ Content Areas

☐ Adaptive Release Rules for Content

7. Click on Browse my computer.

Import Package

An Import package is a .ZIP file of exported Organisation content. Importing a package into an existing Organisation copies the content of the package into enrolments or records, such as discussion board posts and assessment attempts. [More Help](#)

ORGANISATION SELECTION

✧ Destination Organisation ID

SELECT A PACKAGE

Click **Browse** to locate the organisation package:

Uploading large packages may take a long time.

✧ Select a Package

SELECT ORGANISATION MATERIALS

8. You will see your hard drive. Select the zip package from the Export process.

9. Select All (Even though Selecting all, only the items that you have exported will be added).
DO NOT use this setting when exporting.

SELECT ALL

UNSELECT ALL

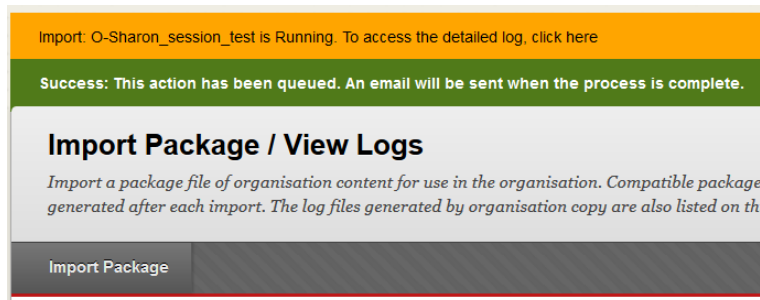
- ☒ Content Areas
 - ☒ Test Exam
 - ☒ * For academics
 - ☒ Home
 - ☒ Online Study
 - ☒ Academic Integrity Resources and Support
 - ☒ Online Cohort Recorded Meetings (Adobe Connect)
 - ☒ Online Meeting (new)
 - ☒ WileyPLUS
 - ☒ Before you start
 - ☒ Topic 1 The role of accounting
 - ☒ Topic 2 Business structures
 - ☒ Topic 3 Financial statements
 - ☒ Topic 4 Analysing business transactions
 - ☒ Topic 5 Financial statement analysis
 - ☒ Topic 6 Managing the business
 - ☒ Topic 7 CVP analysis
 - ☒ Topic 8 Funding
 - ☒ Resources
 - ☒ CSU Library
 - ☒ Learning Opportunities
 - ☒ Useful Links
- ☒ Adaptive Release Rules for Content
- ☒ Announcements
- ☒ Blogs
- ☒ Calendar
- ☒ Contacts
- ☒ Content Alignments
- ☒ Discussion Board
 - ☒ Include starter posts for each thread in each forum (anonymized)
 - ☐ Include only the forums, with no starter posts

10. Click submit.

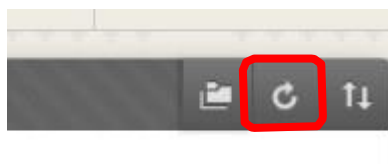
Cancel

Submit

11. You will see this screen – wait until you receive an email notification.



12. Once the email notification has been received, select the refresh icon on the side navigation bar of your site.



14. The content from your old site should then appear and the 'Import' process is complete.

15. The Import process will add all the Imported items underneath any items already existing on the navigation menu, you will need to move your menu items into the correct order. You will also need to add any weblinks that were available in the original site such as ASSIST or links to professional sites.

Important: Once you have completed this process take the time to view your subject to ensure your content, tool links etc. have been added correctly.

Instructions are provided below on:

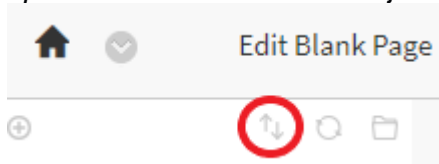
- Reorder left navigation items
- Hide/Show/Delete/Rename Link
- Adding Weblinks

Reorder left navigation items

A. Use the drag-and-drop function: Hover over the navigation item. Click and hold on the

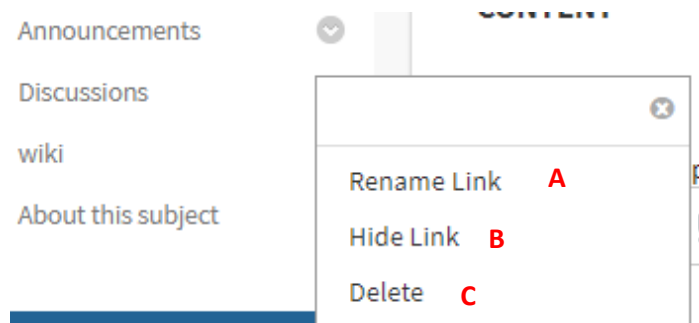
arrows to the left of the item.  Drag the item to the new location.

B. Use the reordering tool to reorder content. Select an item in the list and use the *Move up* or *Move Down* icons to adjust the order



Hide/Show/Delete/Rename Link

Access the drop-down menu to the right of a link



A. Click *Rename Link* to change its title.

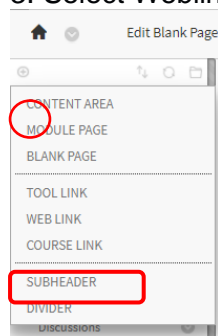
B. Click *Hide Link* to make it unavailable to students. Click *Show Link* to make it available to students. With Edit Mode set to ON, an unavailable link title appears with a square with a diagonal line through it. Students do not see the link on the course menu.

C. Click *Delete* to remove a duplicate item.

Note: If you Delete a content area, all content items within it are also permanently deleted. This action is final.

Add weblinks

1. Ensure your edit mode is on.
2. Hover over the *Add Menu Item* (plus sign) above the subject menu.
3. Select Weblink



4. Enter a content name and relevant URL
5. Click the *Available to Uses* check box if students can view the link.
6. Click Submit
7. The new menu item will appear at the bottom of the menu list that is available to students. It should be moved to the desired position. More information is available on moving items in the Edit Content section of this site.
8. To open the link in a new window. Click on the downward arrow next to the weblink. Select 'Set link to open in a new window'.