

---

# Table of Contents

<b>Exporting and Importing in myLesley</b>	<b>1</b>
Steps in Preparing Your myLesley Course	1
Export Your Course	1
Import the Package into myLesley	3
Reorganize and Customize Your Course Navigation Menu	5

---

# Exporting and Importing in myLesley

## STEPS IN PREPARING YOUR MYLESLEY COURSE

Before exporting, log into myLesley and check to see if the course you are going to work with is available. Your course is auto-generated (a shell that is without content will appear twelve weeks prior to the class beginning.)

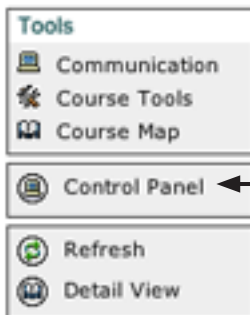
Once you see the course in myLesley, familiarize yourself with the shell that has been generated:

- Review the default navigation.
- Click into different categories names (syllabus, assignments...)
- Click on Edit View in the top right hand corner to get an idea of how to add and move/ copy content into different areas.
- Go into the Control Panel and familiarize yourself with the Manage Course Menu and Manage Tools feature under "Course Options."

## EXPORT YOUR COURSE

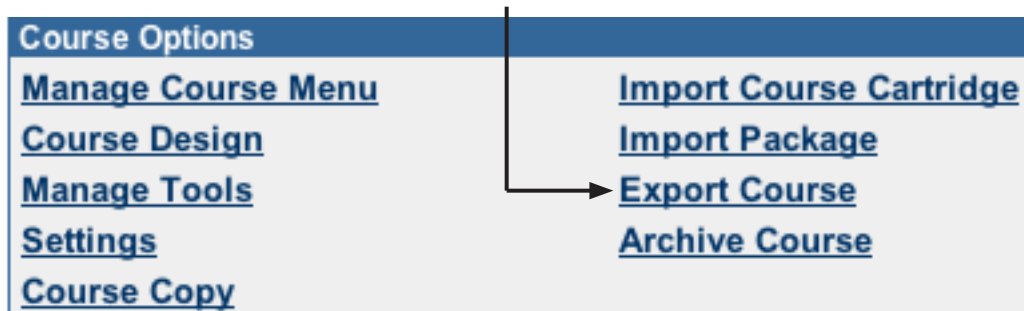
Once you have familiarized yourself with the course shell and the control panel in myLesley, follow the steps below to export your course.

[Announcements](#)  
[Syllabus](#)  
[Assignments](#)  
[Resources](#)  
[Faculty Info](#)




1. In the course you wish to export, go into the **Control Panel**.

2. Under "Course Options", click **Export Course**.



---

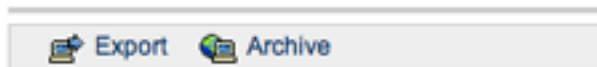
## Exporting and Importing in myLesley (continued)

3. The Export/Archive Manager will appear on screen. Click the **Export** button  **Export**

4. Select the course materials to export and click **Submit**.

Click **OK** to return to the Export/Archive Manager screen. A .zip file of the course materials you selected will appear in the manager.

### **Export/Archive Manager**



File Name

[ExportFile\\_Demo\\_Discussion\\_Board\\_20070601093209.zip](#)

5. Click on the file name to download and save the course package onto your computer.

NOTE: The file name should have .zip at the end of it. If it does not, rename the file and put .zip on the end.

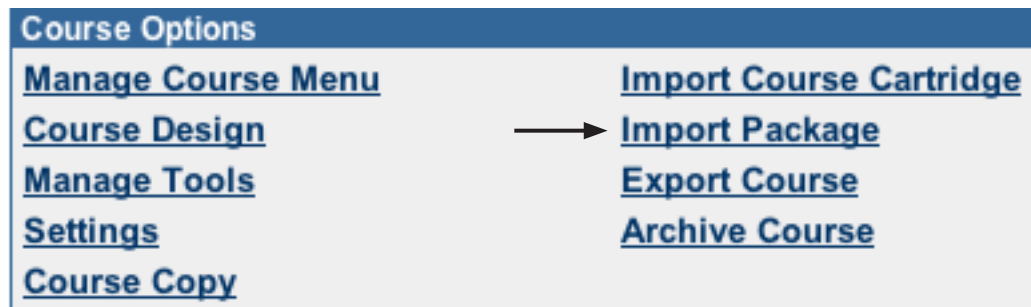
**Do not** attempt to open the zip file on your computer. This .zip file can be kept on your local computer and brought in to any new courses, multiple times.

# Exporting and Importing in myLesley (continued)

## IMPORT THE PACKAGE INTO MYLESLEY

1. Under the "my courses" tab, enter the course the package is to be imported to.
2. Once in the course, go to the **Control Panel**.
3. In the Control Panel under "Course Options", choose **Import Package**.

**DO NOT** try to open the .zip file that has downloaded to your local computer. The files can only be read from within the myLesley environment and can only be imported as a whole .zip package.



**Import Package**

**1 Select a Course**  
Destination Course ID: demo\_faculty\_course

**2 Select a Package**  
Browse to locate the course package:  
Importing large files may take a long time. If the browser times out, allow time for the import process to finish before attempting to import again.  
Browse...

**3 Select Course Materials**  
Select materials to include in the import process. To recreate a course from an archive package, including user records, use Restore instead of Import.

- Content
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Glossary
- Gradebook Items and Settings
- Group Settings
- Settings
- Staff Information
- Tasks
- Tests, Surveys, and Pools

**4 Submit**  
Click **Submit** to finish. Click **Cancel** to quit.  
Required Field

4. Under "Select a Package," click on **Browse**.

5. Choose the exported .zip file.

6. Under "Select Course Materials" select the course materials you want to be import.

DO NOT check "settings" or "staff information."  
These are set in the new system for consistency.

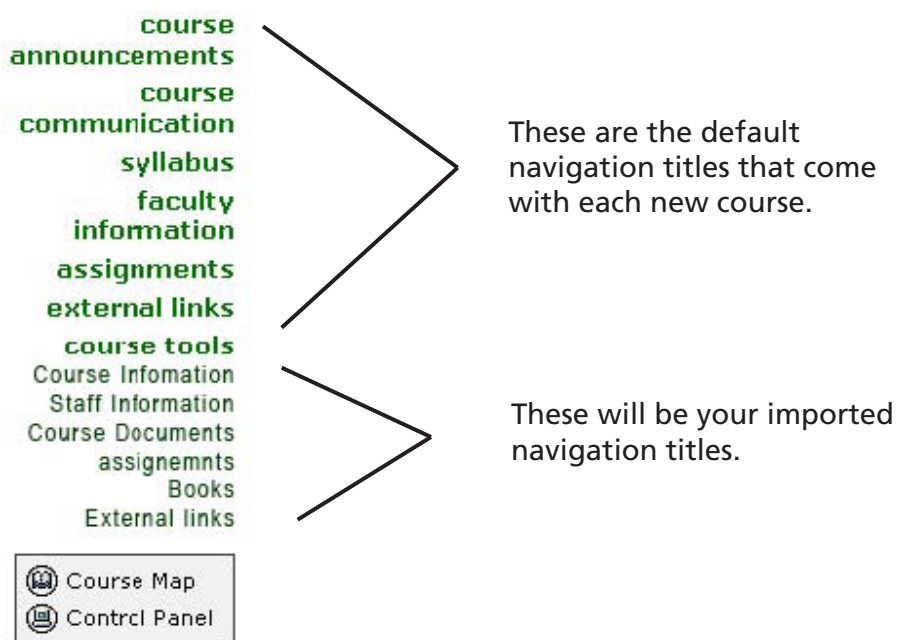
7. Click **Submit** to finish.

---

## Exporting and Importing in myLesley (continued)

Once your course content has been imported into your new myLesley course, you will notice that your navigation menu titles have moved around, are out of order, or are duplicated. Click into each menu area to familiarize yourself with how the content imported. Make note of the similarities, differences, and changes to your course.

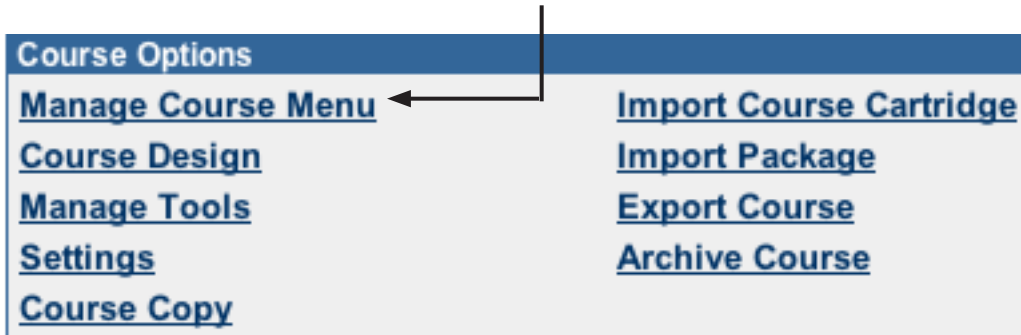
Below is an example of what the navigation menu of your imported course might look like:



# Exporting and Importing in myLesley (continued)

## REORGANIZE AND CUSTOMIZE YOUR COURSE NAVIGATION MENU

1. Go into the **Control Panel**.
2. Under "Course Options" click on **Manage Course Menu**.



The following window below will appear.

A screenshot of the 'Manage Course Menu' window. The window title is 'Manage Course Menu'. Below the title, there is a message: 'To view changes, refresh the Menu.' Below this is a toolbar with buttons for 'Add', 'Content Area', 'Tool Link', 'Course Link', and 'External Link'. The main area contains a list of items, each with a number in a dropdown menu, a title, a subtitle, and 'Modify' and 'Remove' buttons. The items are: 1. Announcements (Announcements), 2. Syllabus (Content Area), 3. Assignments (Content Area), 4. Resources (Content Area), 5. Faculty (Staff Information), 6. Discussion Board (Discussion Board), and 7. myLesley Support (External Link to http://supportcenteronline.com/lcs/support/default.asp?deptID=784).

These items comprise the course navigation

3. Remove unwanted navigation titles first by choosing **Remove**.

4. Change names of any menu navigation titles by clicking on the **Modify** button.

**Remove cannot be undone!** Use **Modify** and make unavailable instead.

5. Click here and choose the number you wish to order items. It will automatically reorder that item when you release the button. Give the window a moment to refresh

6. Choose **OK** when you are done.