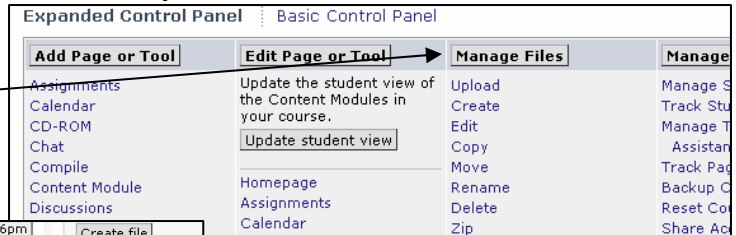


Downloading your WebCT CE course files

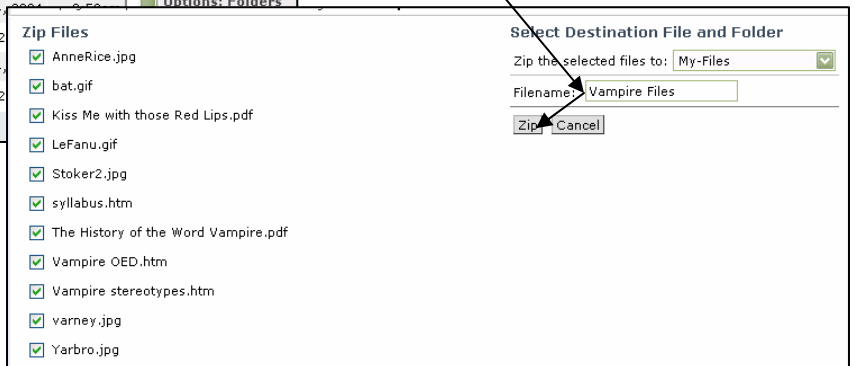
1. In WebCT CE (Campus Edition), select the course in which your files are located.
2. Click the **Control Panel** **Control Panel** button in the upper left corner of your screen.
3. Click on the **Manage Files** button.
4. Click the check box next to the files you wish to download.



| File Name | Size | Date | Time |
|-------------------------------------------------------------------------|--------|----------------|---------|
| <input type="checkbox"/> pittarelli.jpg | 31187 | July 25, 2003 | 3:06pm |
| <input type="checkbox"/> Polidori.jpg | 6351 | July 28, 2003 | 10:22am |
| <input checked="" type="checkbox"/> Stoker2.jpg | 48389 | July 25, 2003 | 3:29pm |
| <input type="checkbox"/> Stoker3.jpg | 9061 | July 26, 2003 | 9:38am |
| <input type="checkbox"/> sunglassesfanclub.jpg | 9943 | July 28, 2003 | 11:11am |
| <input type="checkbox"/> Syllabus.doc | 19456 | July 28, 2003 | 11:00am |
| <input checked="" type="checkbox"/> syllabus.htm | 8118 | March 24, 2004 | 9:56am |
| <input checked="" type="checkbox"/> The History of the Word Vampire.pdf | 888065 | July 28, 2003 | 10:39am |
| <input type="checkbox"/> Turkish_Rondo-29.90.ram | 57 | March 24, 2004 | 10:08am |
| <input checked="" type="checkbox"/> Vampire OED.htm | 57265 | July 28, 2003 | 10:41am |
| <input checked="" type="checkbox"/> Vampire stereotypes.htm | 1539 | March 24, 2004 | 9:59am |
| <input checked="" type="checkbox"/> varney.jpg | 19518 | July 28, 2003 | 11:00am |
| <input type="checkbox"/> water30.ram | 33 | March 24, 2004 | 10:08am |
| <input checked="" type="checkbox"/> Yarbro.jpg | 4837 | July 25, 2003 | 3:06pm |
| <input type="checkbox"/> whiteboard | | | |

5. Click the **Zip** button in the Actions taskpane on the right side of the screen.

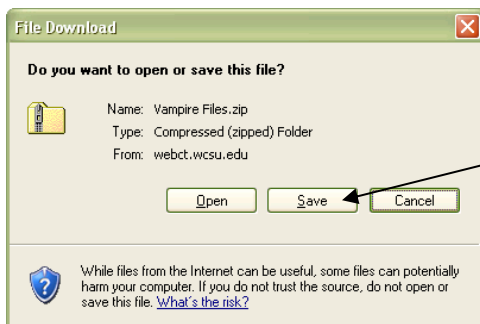
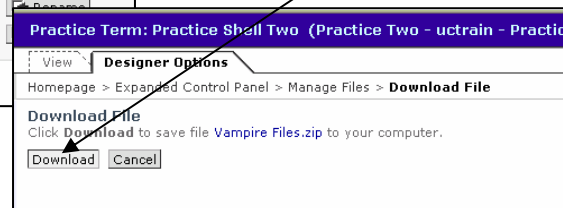
6. Name the file and click the **“Zip”** button.



7. Your zipped files will appear in the Folders and Files screen (Manage Files) with a **“.zip”** extension. Check the box to the left of the **“.zip”** file and then click the **Download** button Actions taskpane on the right side of the screen.

| File Name | Size | Date | Time |
|-------------------------------------------------------------------------|---------|----------------|---------|
| <input type="checkbox"/> Stoker3.jpg | 9061 | July 26, 2003 | 9:38am |
| <input type="checkbox"/> sunglassesfanclub.jpg | 9943 | July 28, 2003 | 11:11am |
| <input type="checkbox"/> Syllabus.doc | 19456 | July 28, 2003 | 11:00am |
| <input checked="" type="checkbox"/> syllabus.htm | 8118 | March 24, 2004 | 9:56am |
| <input checked="" type="checkbox"/> The History of the Word Vampire.pdf | 888065 | July 28, 2003 | 10:39am |
| <input type="checkbox"/> Turkish_Rondo-29.90.ram | 57 | March 24, 2004 | 10:08am |
| <input checked="" type="checkbox"/> Vampire Files.zip | 3731999 | May 1, 2006 | 2:26pm |
| <input type="checkbox"/> Vampire OED.htm | 57265 | July 28, 2003 | 10:41am |
| <input type="checkbox"/> Vampire stereotypes.htm | 1539 | March 24, 2004 | 9:59am |

8. In the Download File screen, click the **Download** button.



9. In the File Download window, click **Save** and choose the location to save the zipped file.

Uploading your WebCT Zipped files into Vista

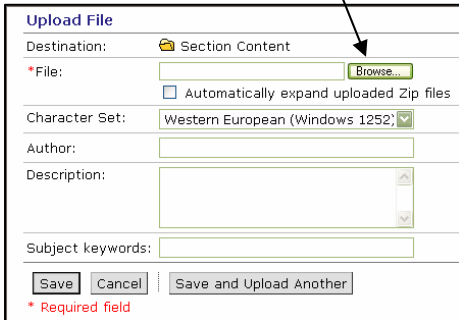
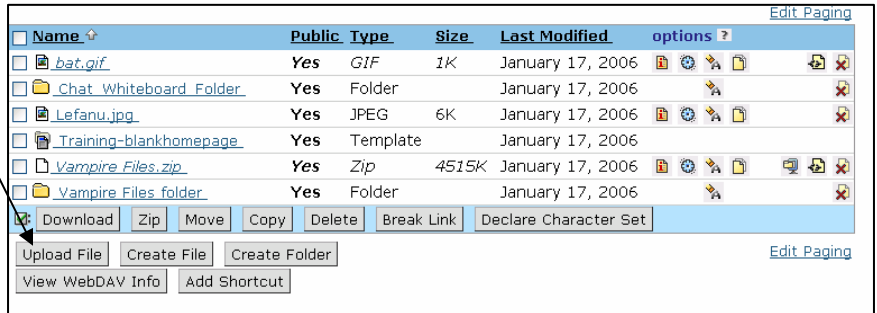
1. In Vista, select course where you wish to upload the zipped files.

2. Click the **File Manager** link.

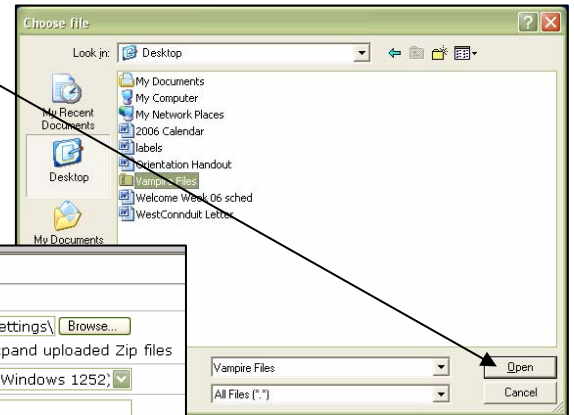


3. Click the **Upload File** button.

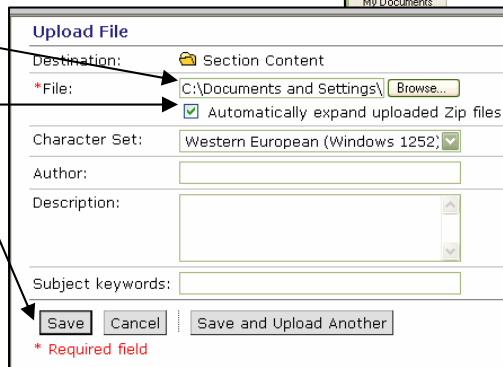
4. In the File Upload screen, click **Browse** to locate the Zipped file.



5. Locate the file, and click **Open**.



6. In the Upload File screen, the file should appear in the File field. Click the box to **Automatically expand uploaded Zip files**, and click **Save**.



Note: The files will upload to the Section Content folder for that course.

If you want to copy or move files to another section or to your My Files area:

1. Select the desired files from the Section Content area.
2. Click the **Copy** or **Move** button.
3. Select the location to where to want to copy/move your files and click the **Paste** button.

