
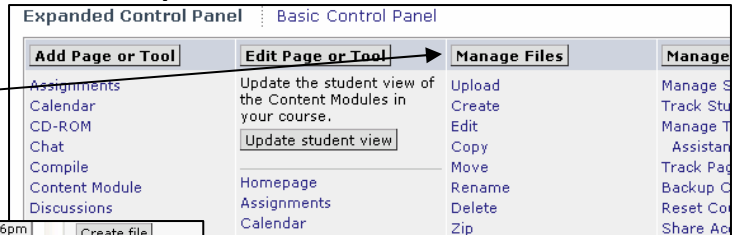


Downloading your WebCT CE course files

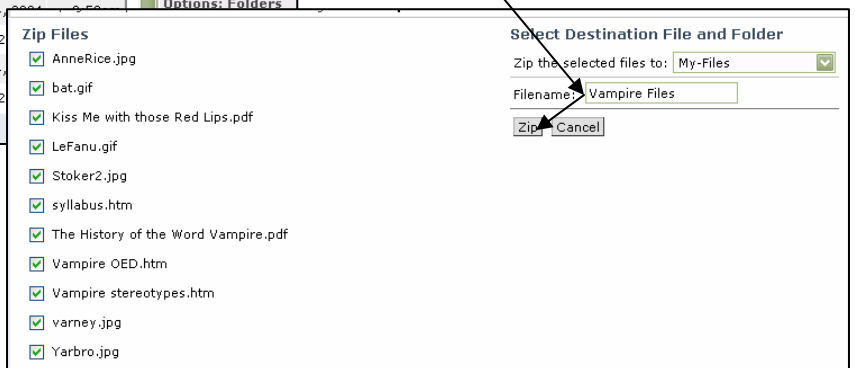
1. In WebCT CE (Campus Edition), select the course in which your files are located.
2. Click the **Control Panel**  button in the upper left corner of your screen.
3. Click on the **Manage Files** button.
4. Click the check box next to the files you wish to download.



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.

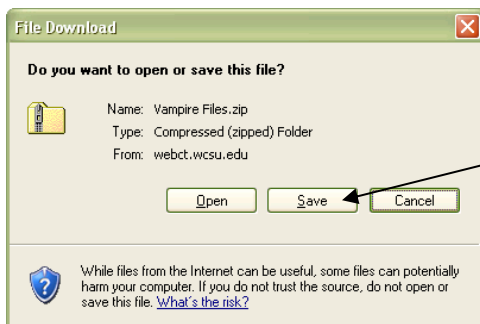
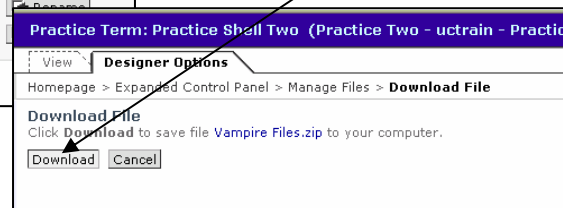
6. Name the file and click the **“Zip”** button.



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

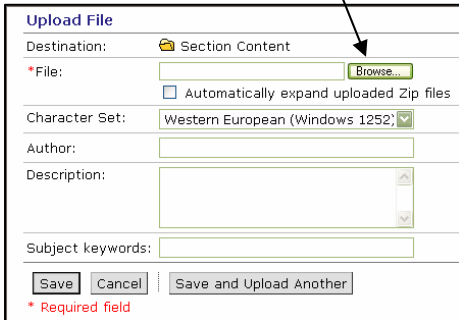
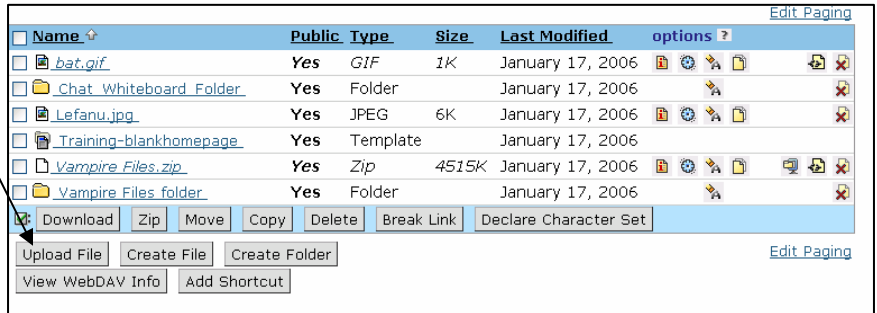
1. In Vista, select course where you wish to upload the zipped files.

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

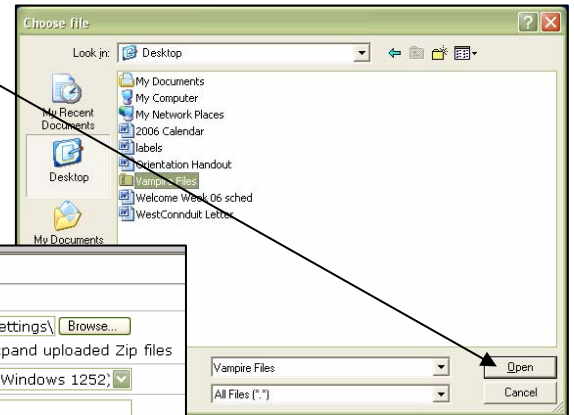


3. Click the **Upload File** button.

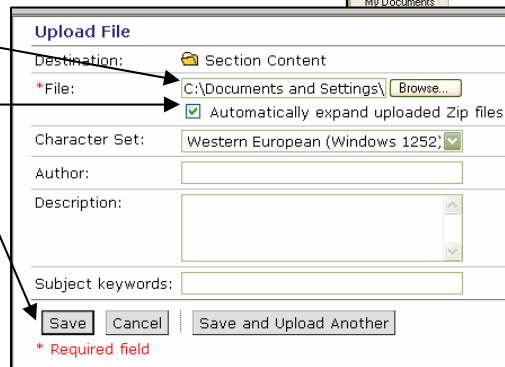
4. In the File Upload screen, click **Browse** to locate the Zipped file.



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.

