

Saving Announcements and Faculty Information

1. Navigate to the Control Panel.
2. Expand Packages and Utilities.
3. Click Export/Archive Course.
4. Click Export Package.

5. Select the needed course materials: Announcements and Contacts.
6. Click Submit.

Select Course Materials

Select materials to include. To recreate a course, select all materials.

Select All Unselect All

- Content Areas
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Content Alignments

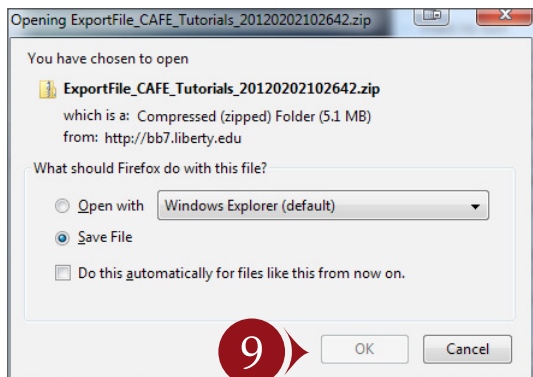
Submit

7. When the export package has been queued, you will see a green success notification.
8. When the export operation has been completed, you will find a new Export File listed on the Export/Archive page in the “Export/Archive” area. Click on the file.

7 **Success: This action has been queued. An email will be sent when the process is complete.**

File Name	Date Created
ExportFile_CAFE_Tutorials_20120202102642.zip	2/2/12 10:27 AM

9. When prompted, click OK to save the file.



10. If you wish, choose a location to save the file, and click Save.

