Saving An Exported File To Desktop Or Saving Device

Backing up a Course is important, because it allows you the opportunity to have a copy of the Course just in case something occurs; however, the Grades, Attendance, or anything that is not the default format will not be included in the Course Copy.

Using Internet Explorer:

1. Create a Folder on your Desktop or Saving device. By creating a folder on your Desktop or saving device, you can organize your folders/files.
2. Once you have **Exported your Course/File**, click on **Export/Archive Course** (Located in **Packages and Utilities.**)
3. Click on the down arrow next to the **Course/File** that you have just **Exported**.
4. Click **Open** from the drop down list.
5. Once you see the dialog box, click **Save As**.
6. In the **Save As** dialog box, click **Desktop/Saving device** that you want to save the file to.
7. Click **Save** button.
8. Once you have saved your **Exported Course**, go to **Importing an Exported Course** and **Copy Course To Template** Help Document pdf.

Using Mozilla/Firefox:

1. **Create a Folder** on your **Desktop** or Saving device. By creating a folder on your Desktop or saving device, you can organize your folders/files.
2. Once you have **Exported your Course/File**, click on **Export/Archive Course** (Located in **Packages and Utilities.**)
3. Click on the down arrow next to the **Course/File** that you have just **Exported**.
4. Click **Open** from the drop down list.
5. Once you see the dialog box, click the radio button next to **Open with (Default is Windows Explorer)**, and click **OK**.
6. Once the dialog box opens, click on **Temp** folder in the **Address bar**.
7. In the **Contents** pane, select the **Exported File** and drag to the **Desktop/ Saving device**.
   Note: To move to a folder that you created on the Desktop/Saving device, you can do one of the following:
   a. Copy and Paste (Once you have pasted the file, you can delete the file.)
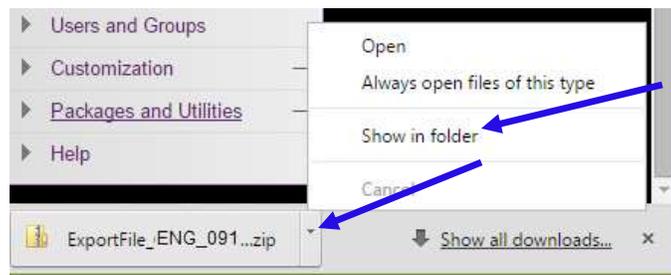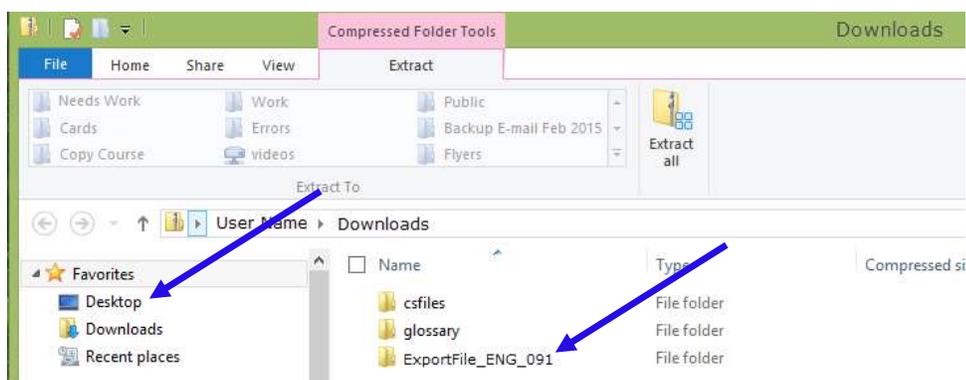   b. Once the file is on the Desktop/Saving device, you can drag the file to the folder location.

8. Once you have saved your **Exported Course**, go to **Importing an Exported Course** and **Copy Course To Template** Help Document pdf.

Using Google Chrome:

1. **Create a Folder** on your **Desktop** or Saving device. By creating a folder on your Desktop or saving device, you can organize your folders/files.
2. Once you have **Exported your Course/File**, click on **Export/Archive Course** (Located in **Packages and Utilities.**)
3. Click on the <u>down arrow</u> next to the **Course/File** that you have just **Exported**.
4. Click **Open** from the drop down list.
5. Once you see the <u>download file appears</u>, click the down arrow next to the file, and click **Show in folder**.

6. Once the Downloads dialog box opens, select the **Exported File**, in the **Contents** pane, and drag to the **Desktop/ Saving device**.

    Note: To move to a folder that you created on the Desktop/Saving device, you can do one of the following:
    a. Copy and Paste (Once you have pasted the file, you can delete the file.)
    b. Once the file is on the Desktop/Saving device, you can drag the file to the folder location.

7. Once you have saved your **Exported Course**, go to **Importing an Exported Course** and **Copy Course To Template** Help Document pdf.