

VIU Course Retention Process: Rationale and Benefits



VIU is instituting a Course Retention Process to protect and streamline course and student data. Cleaning up our instance will provide many benefits for both faculty and support staff, along with those who manage and work daily in the technical operations of VIULearn. This process will also demonstrate responsible management of student data for privacy regulations. It is just good practice for post-secondary institutions. Thank you for supporting this new process!

VIULearn | Quick Guide: Exporting and Importing Course Content

The VIULearn Import/Export/Copy Components tool allows you to export all (or a selection of) your course content to be stored offline. The exported course can be imported back into VIULearn in the future.

Please note: Student data is not included in the course export. For more on how to export student data, please see our web resources (<http://bit.ly/2JSVyiH>) or contact learnsupport@viu.ca.



Export Your Course

1. Go to **Faculty Tools** located in the course navigation bar and select **Course Admin**
2. Find and click on ➡ **Import / Export / Copy Components**
3. Select **Export Components**
4. Check the box to "Include course files in the export package"
5. Click **Start**
6. Check **Select All Components** and click **Continue**
 - If you wish to export only some parts of your course, check the boxes for individual tools instead of selecting all components
7. On the confirmation page that loads, click **Continue**
8. Wait for the course export to process and then click **Finish**
9. Click the blue link **Click here to download the export Zip package** to download your course export
10. Once you have downloaded the course package, click **Done**

Import a Course Package

1. Go to **Faculty Tools** located in the course navigation bar and select **Course Admin**.
2. Find and click on ➡ **Import / Export / Copy Components**
3. Select **Import Components**
4. Under "Select a component source" choose **from a course package**
5. Click **Start**
6. Drag and drop the zipped course export folder into the perforated box, or click **Upload** to browse for your file
7. When the upload is complete, click **Import All Components**
 - If you wish to import only some components from the course package, select **Advanced Options** to choose selected items
8. VIULearn will process the course package. If it is compatible, you will see three green check marks indicating that your content has been imported successfully.
9. Click **View Content** to exit the Import/Export/Copy Components tool and go to your Content

To learn more about the new course retention policy and how to export your data, please come to an information or hands-on support session. See a complete listing of available sessions through InVIU <https://inviu.viu.ca>. You can also try it yourself with our videos and resources. **Email:** learnsupport@viu.ca