

Guide to Exporting/Importing e-Class Materials

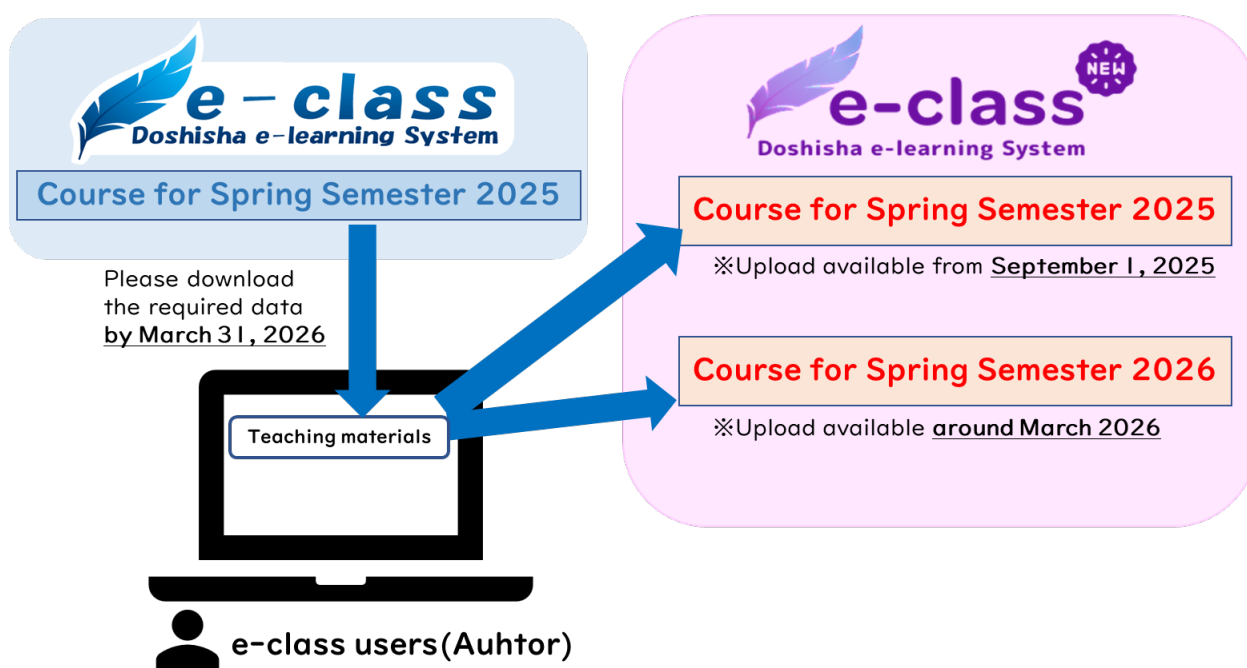
~How to transfer materials created in a course~

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▼Introduction

- We will export the materials created for each course subject in the current e-class. This explains step-by-step how to import then into a new e-class course subject.
- The examples of patterns for transferring educational materials are shown in the following diagram.



▼How to Export Course Materials <Task in the current e-class>

This explanation is provided using Microsoft Edge, with the subject selected from the schedule in advance.

1. Access the current e-class and navigate to the course subject management screen containing the materials you want to export. This time, we will use 'データ移行用科目 001' as an example for explanation.
2. Check the box next to the material you want to back up (export).
In this example, check the material labeled “試験教材” with the material name “第1回”.

e-class
データ移行用科目 0 0 1 Author

Material List Course Material Grades Attendance Other tools User Management Course Option

共通	
<input type="checkbox"/>	● MS Officeファイル Textbook	Updated 7days ago Attempts 0	...
試験教材	
<input type="checkbox"/>	● 第1回 Examination	Updated 7days ago Attempts 0	...
<input type="checkbox"/>	● 第2回 Examination	Updated 7days ago Attempts 0	...
<input type="checkbox"/>	● 問題スタイル全種類12問 Examination	Updated 2months ago Attempts 0	...
Available Period 06/01/2022 13:01 - 06/02/2022 15:30			

Create Material

[Reorder/Labeling Materials](#)

共通
試験教材
資料
レポート
第1回
第2回
第3回
第4回
第5回

3. Click "Export".

e-class
データ移行用科目 0 0 1 Author

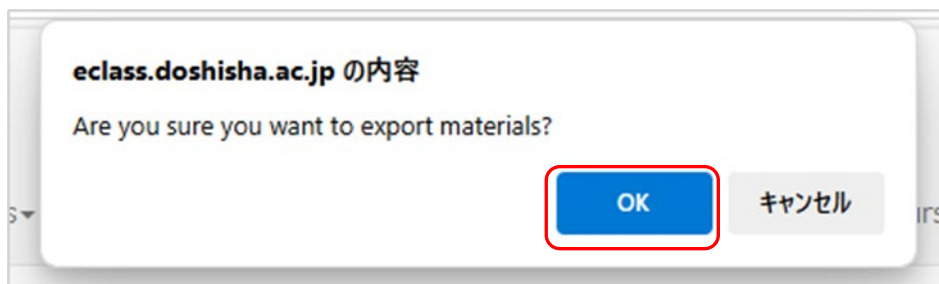
Material List Course Material Grades Attendance Other tools User Management Course Option

共通	
<input type="checkbox"/>	● MS Officeファイル Textbook	Updated 7days ago Attempts 0	...
試験教材	
<input checked="" type="checkbox"/>	● 第1回 Examination	Updated 7days ago Attempts 0	...
<input type="checkbox"/>	● 第2回 Examination	Updated 7days ago Attempts 0	...

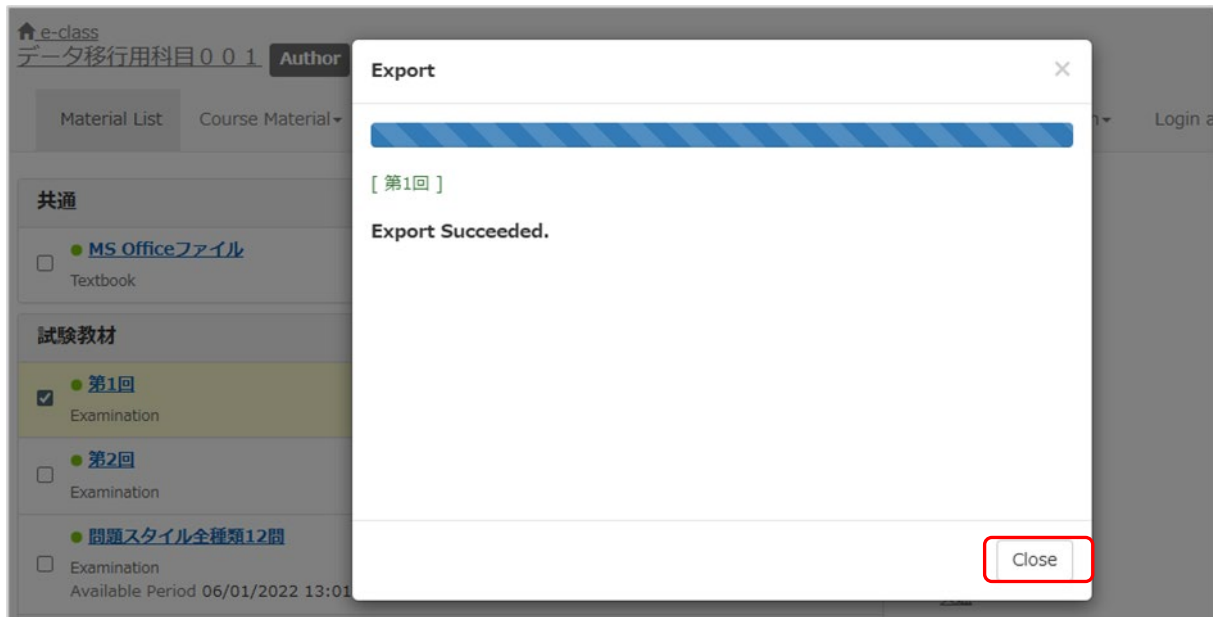
Create Material

Selected 1 material
[Open/Close settings](#)
[Copy](#)
[Export](#)
[Link to another courses](#)
[Copy to another courses](#)

4. Click "OK".



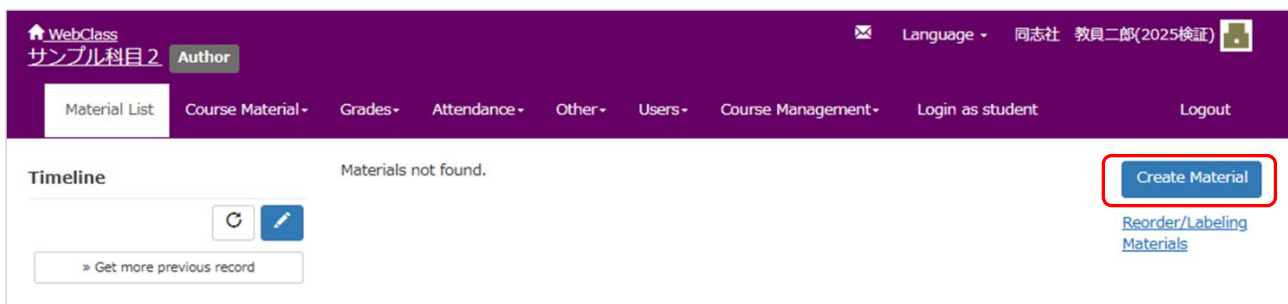
5. When "Export Succeeded." is displayed, a file named "MaterialName.zip" will be saved in your Downloads folder. Click "Close" to finish the export process. In this example, since the material named "第1回" was exported, the file is displayed as "第1回.zip".



▼How to Import Course Materials <Task in the new e-class>

This explanation is provided using Microsoft Edge, with the subject selected from the schedule in advance.

1. Access the new e-class and navigate to the course subject management screen where you want to use the exported materials. This time, we will use 'サンプル科目2' as an example for explanation.
2. Click "Create Material"



3. Click "Import".

Create Material

Textbook	Create a textbook. You can also import SCORM teaching materials from here.
Essay	Create an assignment for File submission.
Test	Create a test. You can also import Hotpotatoes teaching materials from here.
Survey	Create a survey.
Compile questions feature	Create test problems by selecting questions from other materials.
BBS	Create a BBS. It is suitable as a place for posting opinions and questions along a theme, and for discussion.
Wiki	Create a wiki. You can create/edit pages with other persons.
Chat	Create a chat. It is possible to communicate in real time.
e-Portfolio Container	Make evaluations on submitted products and induce awareness of students.
Unit	Combine several materials as one learning material. You can specify the order of material to be worked on, and you can also set a passing score for the student to go on to the next material.
LTI tool	Create a material from registered LTI tool.

Create from existing materials

Import	Import a file that was exported from WebClass.
Import external data file	Import user score data.
Link from another course	Link a material from another course to this course.

4. In the material import screen, select the file to import by clicking "Choose File" or "Browse".

Create Material

Material Import

Import file

[Choose File](#) No file chosen

Please select the file to import and then click import button.

You can import only Exported files.

[Load](#) [Cancel](#)

If the file to be imported exceeds 300MB at the time of loading, you will not be able to proceed to step 5. Please make sure to check the file size

5. Click "Load".

Create Material

Material Import

Import file

[Choose File](#) 第1回 .zip

Please select the file to import and then click import button.

You can import only Exported files.

[Load](#) [Cancel](#)

6. If the message is not displayed, click "Import".

※If a message appears in red text as shown in the next screen, it may indicate that a material with the same name already exists. By changing the material name and clicking "Import", the import process can be completed successfully.

7. The import was successful. The material will appear in the material list with the same settings as when it was backed up.

In this case, the label name is “試験教材” and the material name is “第 1 回”.

※When importing test/report/survey materials, the following screen may appear. When this screen appears, click 'Cancel' or the 'X' icon to return to the list of materials, and refresh the screen to display the materials.

End