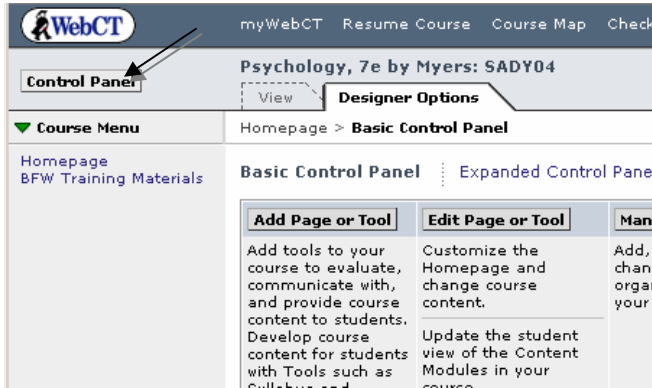


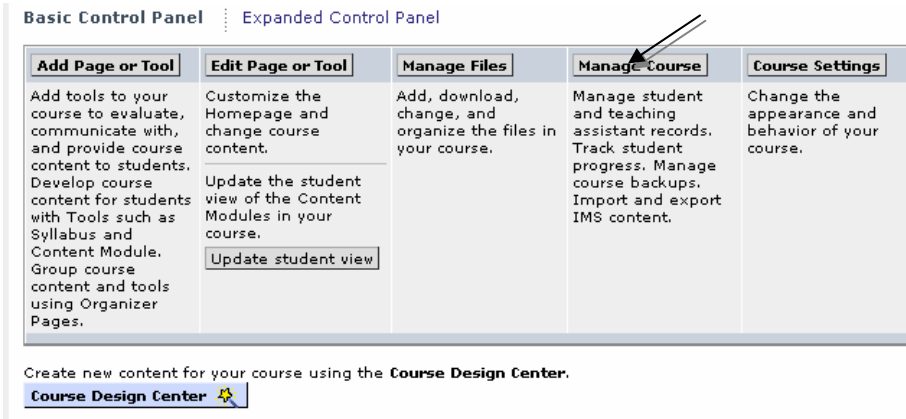
## Installing an e-Pack from Bedford, Freeman & Worth

Start with a fresh course (An e-Pack will *overwrite* materials in your course. To install an e-Pack without *overwriting* the materials, see below “Installing a CoursePack”).

1. Login to your course as an instructor.
2. Click “Control Panel”.



3. Click “Manage Course”



4. Click “Upload Backup”

### Manage Course

#### Manage Students

You can manage student information and grades.  
[Add or Import students](#)  
[View some students](#)  
[Search records](#)  
[Change settings](#)  
[Manage columns](#)  
[Show update log](#)

#### Manage Teaching Assistants

You can manage teaching assistant information.  
[Add or Import TAs](#)  
[View some teaching assistants](#)  
[Search records](#)  
[Change settings](#)  
[Manage columns](#)  
[Show update log](#)

#### Track Students

You can view how often students are viewing

#### Backup Course

You can save and restore your course.  
[Create backup](#)  
[Upload backup](#)

#### Share Designer Access

You can give other designers access to your course.

#### Reset Course

You can remove all user data from selected areas of your course.

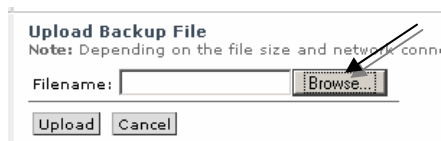
#### Import Content

You can import IMS content packages.

#### Export Content

[export\\_following:\\_inline\\_help](#)

5. Click "Browse...", select the file, then click "Upload".



**Upload Backup File**  
Note: Depending on the file size and network connection, it may take several minutes to upload.

Filename:

6. After the file has been uploaded, click "Keep Users". The course may take a few minutes to import.



**Backup Courses**

Backup Filename	File Size (bytes)	Description
<input type="radio"/> ArchiveFile_cartridge.zip	3312749	None

Note: There is currently a restriction of 3 backups per course.

**Actions**  
⚠ indicates a selection is required from the main frame.

**Options: Backup Files**

**Options: Restore**

To replace the users currently in the course with the users from the backup file, click **Replace users**.

To keep the users currently in the course and also to update the user data from the backup file, click **Update users**.

To keep the users currently in the course and ignore users from the backup file, click **Keep users**.

To restore course content from the backup file but remove all users from restored course, click **Reset course**.

To *merge* an e-Pack with your existing course, you will need a "CoursePack", this is the same as requesting a *merge* from WebCT or a "WebCT Vista" course from us. Once you have the "CoursePack", follow these directions:

1. Log in to your course as the course designer.
2. Click Control Panel -> Manage Course -> Import Content
3. Select the option button marked *Import a Course*
4. Click *Browse* to locate the course package. Choose *Upload* if necessary.
5. Select the option button next to the file, and choose *Add Selected*
6. Click *Import*.  
**Warning:** This process is not reversible. Ensure that you have a course backup before proceeding.
7. The import may take several minutes or longer, depending on the size of the backup and the speed of the server.
8. Once the import is complete, return to the course home page. You will now have a merged course, with all your own materials, plus the e-Pack materials as well!