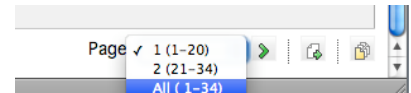


Downloading All Course Files from WebCT

Follow these instructions to make a zip archive of all the course files in your WebCT course.

1. Login to WebCT and go into your course.
2. Click the **Build** tab.
3. Click **File Manager** (designer tools menu)
4. At the bottom of the page, pull down the Page menu and select *All*, then click the **green Go arrow** button. (This menu will not be displayed in courses with few files.)



5. Click the **checkbox** next to the *Title* table heading – this selects all files and folders.
6. Click **Zip** (at the bottom of the page). The Content Browser pop-up window appears.
7. Click **My Computer** to download the file to your computer.

8. The zip file will download to your browser's default download folder. Your browser may automatically unzip the file, or may prompt you to unzip the file.

Once the file is unzipped, you can browse through and open the files as you would other files and folders on your computer.

