



CIE

## The Center for Instructional Excellence

### HOW TO UPLOAD AN EXAMVIEW GENERATED ZIP FILE TO WEBCT

#### Step 1

##### Upload Examview Zipped TXT file

1. After generating an zipped WebCt examview text file, go into your WebCT account and class.
2. Click <Control Panel>
3. Click <Manage Files>
4. Click appropriate folder or make desired folder
5. Click Upload

**Folders and Files**  
Click on a folder below to view its files.  
Display this file information:  Size  Date  Time

Name	Size (bytes)	Date	Time
<input checked="" type="checkbox"/> My-Files			
<input type="checkbox"/> 116 ch 5 sec 5-6.pdf	132649	April 30, 2008	8:46am
<input type="checkbox"/> 116 ch 8 inc tax.pdf	59060	April 30, 2008	8:46am
<input type="checkbox"/> 116 ch 9.pdf	1194863	April 30, 2008	8:46am
<input type="checkbox"/> Algebra notes.pdf	171840	April 30, 2008	8:46am
<input type="checkbox"/> ch 11 solutions.pdf	458090	April 30, 2008	8:46am
<input type="checkbox"/> Class Lecture Notes Icon.gif	1827	April 30, 2008	8:46am
<input type="checkbox"/> Final Study Guide.doc	31232	April 30, 2008	8:46am
<input type="checkbox"/> Homework - MTH 116.pdf	7695	April 30, 2008	8:46am
<input type="checkbox"/> homework.gif	1702	April 30, 2008	8:46am
<input type="checkbox"/> mathxl.gif	1663	April 30, 2008	8:46am

**Actions**  
[Icon] indicates a selection from the main frame  
[Icon] indicates multiple allowed.

Options: Files

- Create file
- Edit
- Delete
- Copy
- Move
- Rename
- Zip
- Unzip
- Upload
- Upload ad

Options: Folders

##### Browse for file and unzip

6. Click Browse
7. Look in Examview files for the zip file that was generated
8. Click to highlight and Click <open>
9. Click Upload

Choose file

Look in: My Recent Documents

Name	Date Modified
no columns no tabs	6/24/2008 8:18 AM
no col no tab	6/24/2008 8:52 AM
Memorandum-chr...	7/1/2008 7:36 AM
Karen_McEntire-r...	7/1/2008 7:46 AM
Using Responsus...	7/1/2008 7:48 AM
Help documents-Mc	7/1/2008 7:48 AM
How to download...	7/1/2008 7:49 AM
New Microsoft Of...	7/1/2008 7:54 AM
responsus video	7/1/2008 7:54 AM
New Microsoft Of...	7/1/2008 8:01 AM
sleepteen	7/1/2008 8:01 AM
USB Disk (H:)	7/1/2008 8:01 AM
sample1	7/1/2008 10:03 AM
practice 1	7/1/2008 10:05 AM
Tests	7/1/2008 10:05 AM

File name:

Files of type: All Files (\*.\*)

Open Cancel

CIE: CIE116 Dummy course (CIE116\_R\_kmcentre)

Designer Options

Homepage > Basic Control Panel > Manage Files > Upload File

**Upload File**  
Note: Depending on the file size and network connection, this process may take several minutes.

Filename: C:\ExamView\Tests\pr

Destination folder: My-Files

10. Check the uploaded file and Click <Unzip>



11. Find the unzipped txt file

