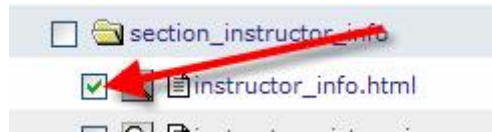


## WebCT 4 How-To Copying Instructor Information from One Course to Another

### Step One:

Check the box next to the instructor\_info.html filename.



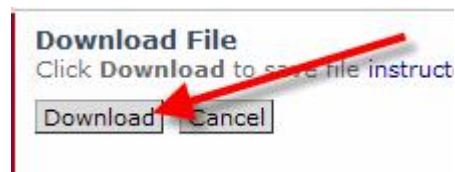
### Step Two:

Select "Download" from the Actions listed on the right side of the screen.



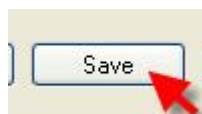
### Step Three:

Click "Download" again from the next screen.



### Step Four:

Choose "Save" from the pop-up window. Save the file in a convenient location on your computer.

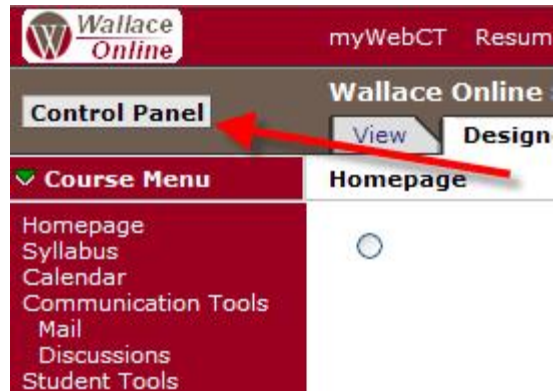


### Step Five:

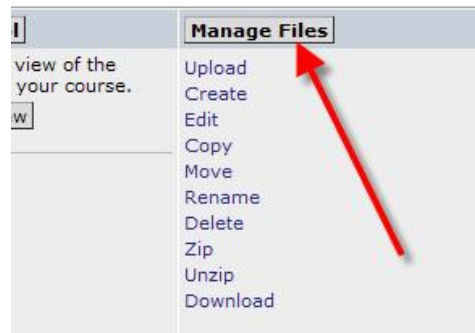
Go to your list of courses by clicking on the "myWebCT" link at the top of the screen.



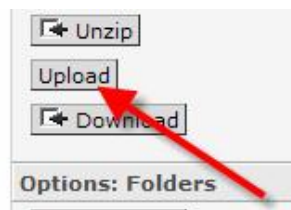
**Step Six:**  
Choose “Control Panel”.



**Step Seven:**  
Choose “Manage Files”



**Step Eight:**  
From the Action menu on the right side of the screen choose “Upload”.



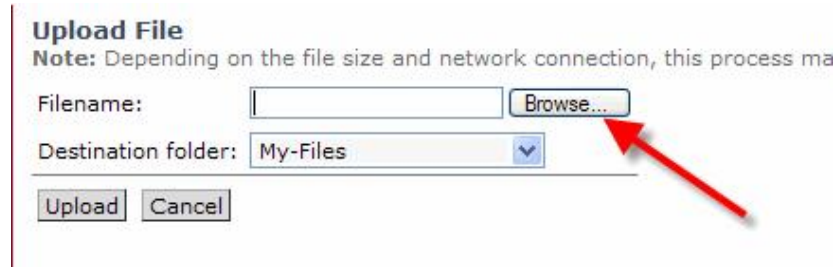
### Step Nine:

Browse for the the instructor\_info.html file.

**Upload File**  
**Note:** Depending on the file size and network connection, this process ma

Filename:

Destination folder: My-Files



### Step Ten:

Make sure you upload the file to the section\_instructor\_info destination folder.

**Upload File**  
**Note:** Depending on the file size and network connection, thi

Filename: P:\2007\_Fall\instructor

Destination folder: section\_instructor\_info



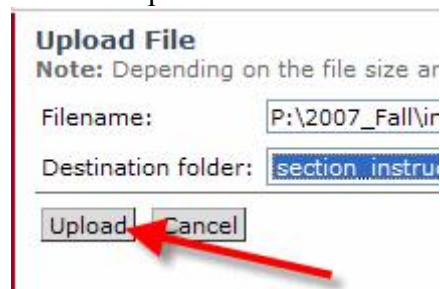
### Step Eleven:

Upload the file.

**Upload File**  
**Note:** Depending on the file size ar

Filename: P:\2007\_Fall\ir

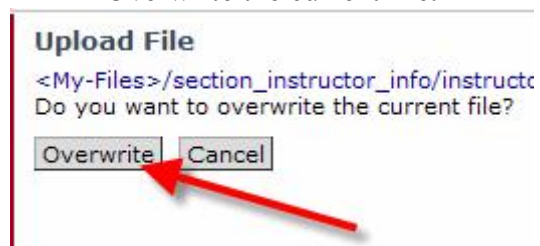
Destination folder: section\_instru



### Step Twelve:

Overwrite the current file.

**Upload File**  
<My-Files>/section\_instructor\_info/instruct  
Do you want to overwrite the current file?



### Step Thirteen:

Preview the instructor\_info.html page by clicking on the hour glass icon.

