

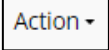
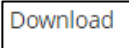

Guide for how to transfer content from the old to the new Absalon

Follow guide (based on Google Chrome browser) to move files and quiz questions to the new Absalon.

1. Move files from the old to the new Absalon

Individual files can be moved by downloading them and then uploading them to the new Absalon (e.g. to modules). But you can also move many files in one go (as ZIP files) by following steps below:

1.1. Download files from the old Absalon

1. Open the course in the old Absalon where your files are located.
2. Click in the left menu of the folder from which you want to copy files (possibly the root folder if you want to copy all the files in the course room).
3. Select the content you want to transfer (tick off). Select only files - not, for example, quizzes as the transfer may then fail.
4. Click on Actions in the menu above the files 
5. Click on Download in the drop-down menu and wait for the system to create a zip file. It may take some time depending on how big the zip file is. 
6. When the zip file is complete, you can click on Download in the bottom right corner. 
7. The file is downloaded - perhaps your browser will inform you that the system is downloading the zip file. When the download is complete, you can find the files on your PC – e.g. in download folder.

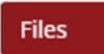


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1.2. Upload to the new Absalon

You can now upload the zip files to the new Absalon. You can upload the files in either a) a course or b) your 'Files' (under Account - your personal archive, which is not associated with a course).

a) In a course

When you upload a zip file to a course, you can choose to unpack the zip file automatically or maintain the zip structure.

1. Open your course room in the new Absalon
2. Select Files in the menu to the left 
3. If required, you can mark where in the file structure you want to upload the files. The top level is set as default.
4. Click on Upload, find the zip file on your computer and click on Open. 
5. Press Upload it if you want to upload the files in a zipped format, or Expand it if you want to upload them in an unpacked format 

b) In your personal file archive 'Files'

1. Select Account in the global left menu



2. Select Files in the course menu



3. Click on Upload at the top right

4. Select the zip file you want to upload and click Open

5. Press Upload if you want to upload the files in a zipped format, or Expand it if you want to upload them in an unpacked format

Expand it

2. Questions for quizzes

The questions and answers that are included in quizzes can be transferred to the new Absalon.

When transferred, they will be placed in a so-called question bank in the new Absalon, from which they can be added to quizzes. This is how to do it:

2.1. In the old Absalon

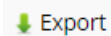
1. Open the course in the old Absalon where the quiz is located.

2. Select the quiz in the left menu

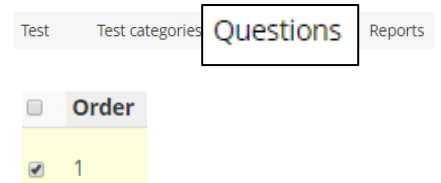
3. Click on the Questions tab

4. Tick the boxes next to the questions you want to transfer.

5. Click on Export



6. If required, select 'Save file'



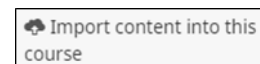
2.2. In the new Absalon

1. Open your course in the new Absalon

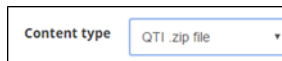
2. Click on Settings in the course menu

Settings

3. Click on 'Import content into this course' in the right menu



4. Select 'QTI.zip file' in the drop-down menu



5. Click on Browse/Select archive

6. Select the relevant question bank (to create a new question bank for storing the questions, click on '-- Create new question bank --' in the drop-down menu, and name it in the field below)

7. Click on 'Import'.

Import

8. The questions can now be added to a quiz by creating a quiz and selecting the 'Questions' tab (next to 'Settings') and at the bottom of the page clicking on 'Find Questions'.