

Archiving Directories with PG Files to be Exported in WeBWork

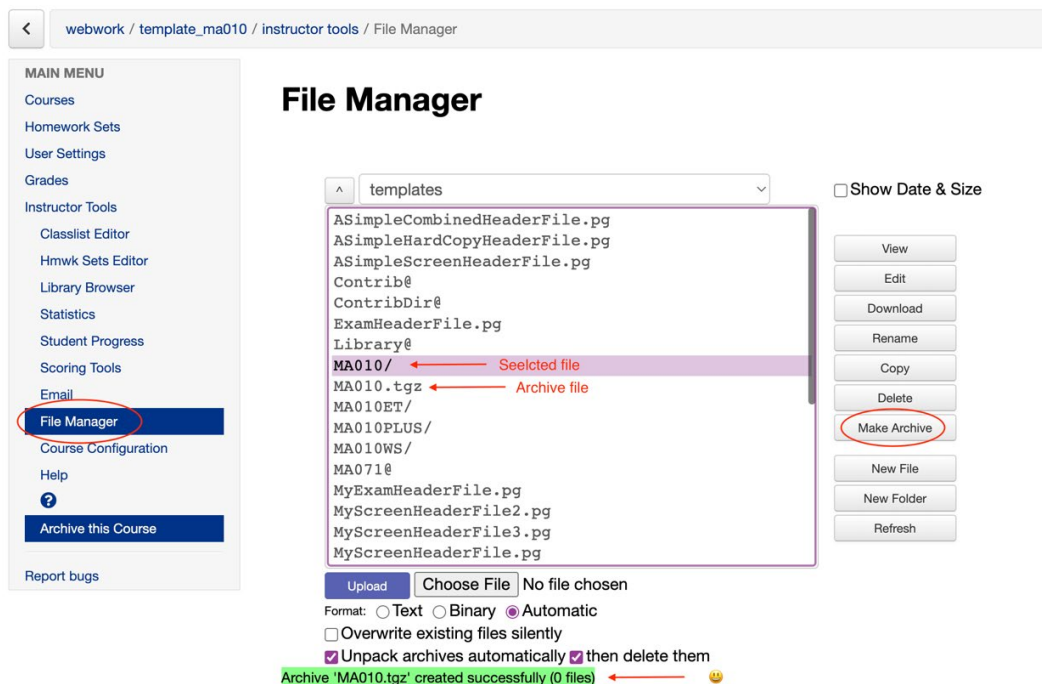
These instructions cover archiving directories in WeBWork. This action may be needed if you want to export and import directories with PG files from one account to another.

Log in to your WeBWork account from which you want to archive a whole directory or multiple directories simultaneously.

Archiving (sub)directories

- Go to “**File Manager**” in the main menu on the left side of the page.
- Select the directory which you want to archive.

Note 1: If you are archiving only one (sub)directory, then the name of the archive file generated is in the following form: for example, if the subdirectory is called “*MyFiles*,” then the archive file will be called “*MyFiles.tgz*.” “*setHW_1.def*.”



Note 2: If you want to archive more than one (sub)directory in the Template directory, you can press and hold down **Ctrl** on your keyboard on a Windows PC (or **Command** (Cmd) Key on a Mac) and click on each of the directories to have them selected simultaneously.

In this case, the name of the archive file generated will be the name of the WeBWork course, followed by the extension **.tgz**.

Archiving Directories with PG Files to be Exported in WeBWork

The screenshot shows the WeBWork File Manager interface. The breadcrumb navigation at the top reads: `webwork / template_ma010 / instructor tools / File Manager`. On the left, the 'MAIN MENU' includes options like 'Courses', 'Homework Sets', 'User Settings', 'Grades', 'Instructor Tools', 'Classlist Editor', 'Hmwk Sets Editor', 'Library Browser', 'Statistics', 'Student Progress', 'Scoring Tools', 'Email', 'File Manager' (highlighted with a red circle), 'Course Configuration', 'Help', 'Archive this Course', and 'Report bugs'. The main area is titled 'File Manager' and shows a directory listing for 'templates'. A list of files is displayed, with a selection of files (MA010/, MA010ET/, MA010PLUS/, MA010WS/) highlighted in purple and labeled 'Selected files' with a red bracket. Below the list, the 'Archive File' button is highlighted with a red circle. To the right of the file list, a vertical toolbar contains buttons: 'View', 'Edit', 'Download', 'Rename', 'Copy', 'Delete', 'Make Archive' (highlighted with a red circle), 'New File', 'New Folder', and 'Refresh'. At the bottom, the 'Upload' button is visible, followed by a 'Choose File' button and the text 'No file chosen'. Below this, the 'Format' section shows 'Text', 'Binary', and 'Automatic' (selected). The 'Overwrite existing files silently' checkbox is unchecked. The 'Unpack archives automatically' checkbox is checked, and the 'then delete them' checkbox is also checked. A green status message at the bottom reads: 'Archive 'Template_MA010.tgz' created successfully (0 files)', with a red arrow pointing to it from the text 'Name of the archive file follows the name of the course'.

After performing these actions, you can download the archive files to your computer for safekeeping or export them to other WeBWork accounts.