

Importing and Exporting Files in WeBWork

These instructions cover importing WeBWork assignments from one account to be reused in another or as precautionary action in the event of reinstallation of the server.

Log in to your WeBWork account from which you want to copy assignments and perform the following steps.

Step 1: Exporting HW sets

The following steps convert Homework Sets to set-definition files (.def) that can be imported back into the system for later use.

- a) Go to “Hmwk Sets Editor” and select (check) the assignments to be copied.

The screenshot shows the 'Hmwk Sets Editor' interface. On the left is a 'MAIN MENU' sidebar with options like Courses, Homework Sets, User Settings, Grades, Instructor Tools, **Hmwk Sets Editor** (highlighted with a red circle), Library Browser, Statistics, Student Progress, Scoring Tools, Email, File Manager, Course Configuration, and Help. Below the sidebar is a 'Report bugs' link. The main content area has a breadcrumb trail: 'webwork / bosnovski_ma121 / instructor tools / Hmwk Sets Editor'. Below this is a 'Show/Hide Site Description' button and a message: 'Please select action to be performed.' A section titled 'Select an action to perform:' contains buttons for Filter, Sort, Edit, Publish, Import, Export, Score, Create, and Delete. Below these buttons are two input fields: 'Show which sets?: enter matching set IDs below' and 'Match on what? (separate multiple IDs with commas)'. A 'Take Action!' button is below the second field. A message 'Showing 13 out of 13 sets.' is displayed. Below this is a table with columns: Edit Set Data, Edit Problems, Edit Assigned Users, Visible, Open Date, Close Date, and Answer Date. The table lists 13 sets, each with a checkbox in the 'Edit Set Data' column. A red arrow points to the checkboxes with the text 'Check the assignments to be copied.' Below the table is another 'Please select action to be performed.' message.

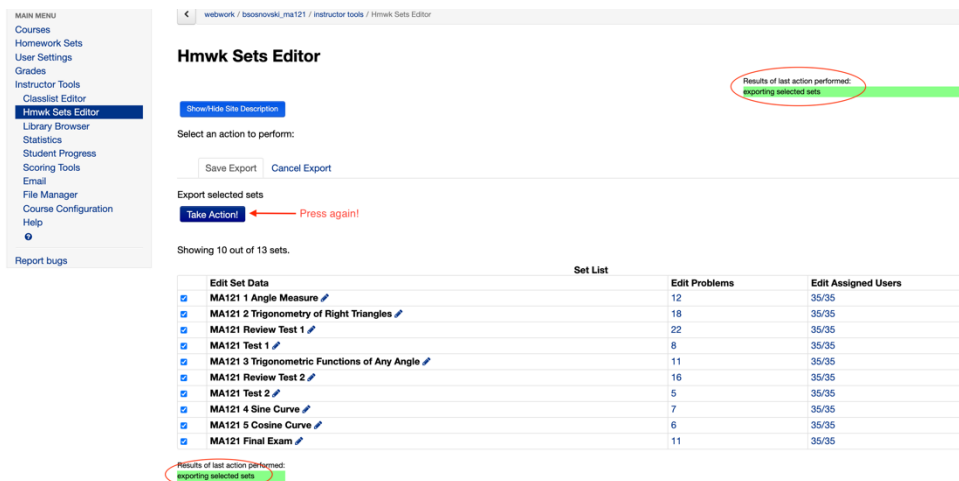
Edit Set Data	Edit Problems	Edit Assigned Users	Visible	Open Date	Close Date	Answer Date
<input type="checkbox"/> Orientation	6	31/35	Yes	08/26/2020 at 11:30am	09/02/2020 at 11:59pm	09/02/2020 at 11:59pm
<input checked="" type="checkbox"/> MA121 1 Angle Measure	12	35/35	Yes	08/26/2020 at 11:59am	09/02/2020 at 11:59pm	09/04/2020 at 11:59pm
<input checked="" type="checkbox"/> MA121 2 Trigonometry of Right Triangles	18	35/35	Yes	09/02/2020 at 11:59pm	09/10/2020 at 11:59pm	09/11/2020 at 11:59pm
<input checked="" type="checkbox"/> MA121 Review Test 1	22	35/35	Yes	09/09/2020 at 11:59pm	09/13/2020 at 11:59pm	09/14/2020 at 12:00am
<input checked="" type="checkbox"/> MA121 Test 1	8	35/35	Yes	09/14/2020 at 06:00am	09/14/2020 at 05:30pm	09/18/2020 at 11:59pm
<input checked="" type="checkbox"/> MA121 3 Trigonometric Functions of Any Angle	11	35/35	Yes	09/08/2020 at 11:59pm	09/15/2020 at 11:59pm	09/17/2020 at 11:59pm
<input checked="" type="checkbox"/> MA121 Review Test 2	16	35/35	Yes	09/19/2020 at 11:59pm	09/22/2020 at 11:59pm	09/23/2020 at 11:59pm
<input checked="" type="checkbox"/> MA121 Test 2	5	35/35	Yes	09/23/2020 at 06:00am	09/23/2020 at 05:30pm	10/01/2020 at 11:59pm
<input checked="" type="checkbox"/> MA121 4 Sine Curve	7	35/35	Yes	09/14/2020 at 11:59pm	09/23/2020 at 11:59pm	09/25/2020 at 11:59pm
<input checked="" type="checkbox"/> MA121 5 Cosine Curve	6	35/35	Yes	09/16/2020 at 11:59pm	09/23/2020 at 11:59pm	09/25/2020 at 11:59pm
<input type="checkbox"/> MA121 3 trigonometric functions of any angle original	28	1/35	No	09/16/2020 at 11:59pm	09/23/2020 at 11:59pm	09/25/2020 at 11:59pm
<input type="checkbox"/> MA121 6 More Sine and Cosine Curves	5	5/35	No	09/22/2020 at 11:59pm	09/24/2020 at 11:59pm	09/26/2020 at 11:59pm
<input checked="" type="checkbox"/> MA121 Final Exam	11	35/35	Yes	09/30/2020 at 06:00am	09/30/2020 at 09:00pm	10/04/2020 at 11:59pm

- b) Select the tab “Export” on the top of the screen, and in the “Prepare which sets for export?” dropdown menu, choose the option “selected sets.”

The screenshot shows the 'Hmwk Sets Editor' interface with the 'Export' tab selected. The 'Export which sets?' dropdown menu is open, showing three options: 'all sets', 'visible sets', and 'selected sets' (which is selected and circled with a red circle). A red arrow points to the 'Export' tab. Below the dropdown menu is a 'Take Action!' button. A message 'Showing 13 out of 13 sets.' is displayed. Below this is a table with columns: Edit Set Data, Edit Problems, Edit Assigned Users, Visible, Open Date, Close Date, and Answer Date. The table lists 13 sets, each with a checkbox in the 'Edit Set Data' column. Below the table is another 'Please select action to be performed.' message.

Edit Set Data	Edit Problems	Edit Assigned Users	Visible	Open Date	Close Date	Answer Date
<input type="checkbox"/> Orientation	6	31/35	Yes	08/26/2020 at 11:30am	09/02/2020 at 11:59pm	09/02/2020 at 11:59pm
<input checked="" type="checkbox"/> MA121 1 Angle Measure	12	35/35	Yes	08/26/2020 at 11:59am	09/02/2020 at 11:59pm	09/04/2020 at 11:59pm
<input checked="" type="checkbox"/> MA121 2 Trigonometry of Right Triangles	18	35/35	Yes	09/02/2020 at 11:59pm	09/10/2020 at 11:59pm	09/11/2020 at 11:59pm

- c) Click the **“Take Action!”** button.
- d) Next, in the **“Save Export”** tab, press the **“Take Action!”** button again.



With this action, the set-definition files should be created and found in the **“File Manager”** in the main menu.

Step 2: Download HW set(s)

- a) Go to **“File Manager”** in the main menu on the left side of the page.
- b) Select the homework set(s) (the ones with extension .def).

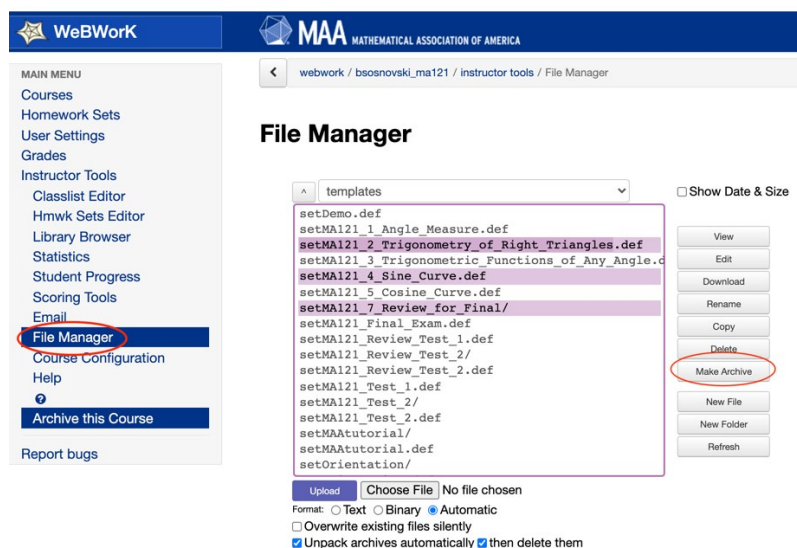
Note 1: If only one file is to be downloaded, skip step (e) below.

Note 2: In the case of multiple files and the .def files are scattered through 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 individual files to have them selected simultaneously.

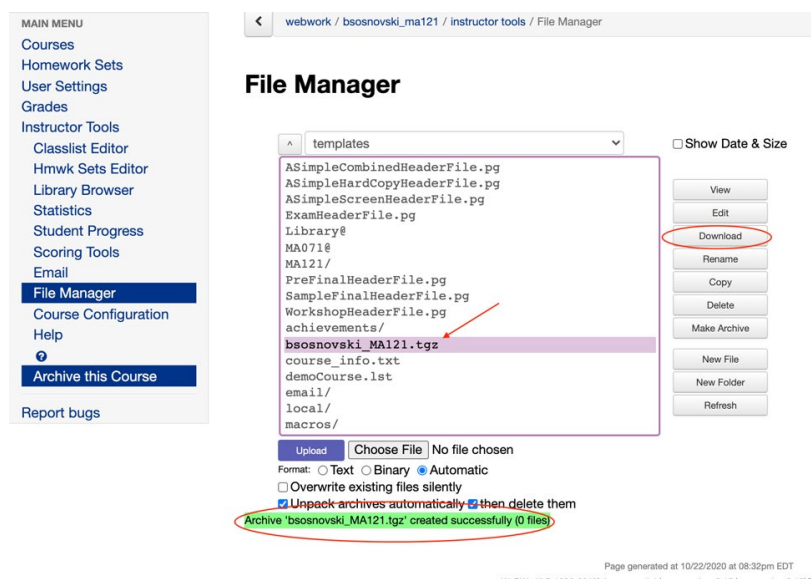
Note 3: The names of the generated files are in the following form: for example, if the homework set **“HW 1”** is exported in step 1, then the set-definition file that appears in the File Manager is called **“setHW_1.def.”**

- c) After selecting all the files you want to export, click **“Make Archive.”**

Note 4: There is no way of downloading multiple files at once in WeBWork, and that is why we make from multiple files a single archive file to download.



- d) A file with extension **.tgz** will be added to the “File Manager” area under the “Template” directory.
- e) Select the file and click “**Download**” to save it on your computer.



Step 3: Upload .def file(s) to your WeBWork account

If you have a WeBWork archive (a .tgz file) or definition file(s) (.def file(s)) that you have downloaded to your computer, follow the following steps to upload the file(s) to your course.

- a) Go to “**File Manager**” in the main menu.
- b) Click the button “**Browse**” to select the WeBWork archive (.tgz file) or the .def file(s) from your computer.
- c) Click the “**Upload**” button.

Note: If the file(s) to be uploaded is to replace an existing file already in the directory, then check the option “*Overwrite existing files silently*” for the replacement to take place.

After the steps above, the archive will be uploaded, unpacked, and the archive file (.tgz) will be deleted upon successful unpacking.

File Manager

templates

ASimpleCombinedHeaderFile.pg
ASimpleHardCopyHeaderFile.pg
ASimpleScreenHeaderFile.pg
ExamHeaderFile.pg
Library@
MA071@
MA121/
PreFinalHeaderFile.pg
SampleFinalHeaderFile.pg
WorkshopHeaderFile.pg
achievements/
bsosnovski_MA121.tgz
course_info.txt
demoCourse.lst
email/
local/
macros/
Upload Choose File No file chosen

Format: ☐ Text ☐ Binary ☒ Automatic
☐ Overwrite existing files silently Also check this option if needed.
☒ Unpack archives automatically ☒ then delete them

Step 4: Importing HW set(s) to your WeBWork account

- Go to “**Hmwk Sets Editor**” in the main menu.
- Select the “**Import**” tab.
- Choose the set-definition file(s) to be imported.
- Make sure that the settings are what you want.
- Click the “**Take Action!**” button.

Hmwk Sets Editor

Show/Hide Site Description

Select an action to perform:

Filter Sort Edit Publish Import Export Score Create Delete

Import how many sets?: a single set

Import from where?: Enter filenames below

Import sets with names:

Shift dates so that the earliest is:

Assign this set to which users?: only admin2.

Take Action!

At this point, the problem set (s) will be created. Adjust the open/due/answer dates as needed, set the visibility of the problem set, and then assign the problem set to your students.

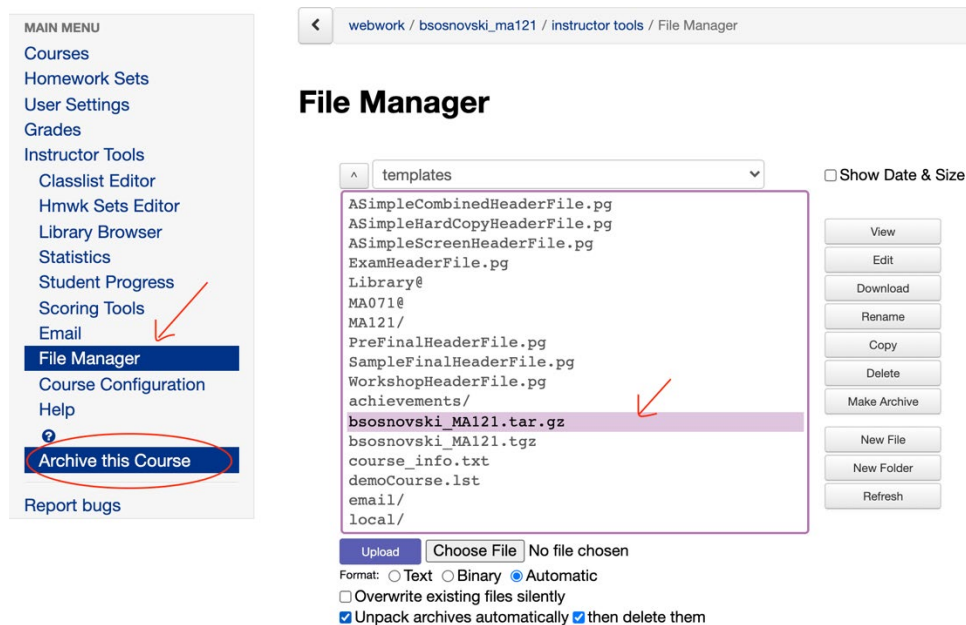
Optional step: Clean up

After copying or exporting several times Homework Sets to set-definition files (.def), your course may end up with many .def files in the template directory. If these files have already been imported into the “**Hmwk Set Editor**” area, you can delete the corresponding .def files using the “Delete” function in the File Manager.

Archiving the template directory of a WeBWork course:

These instructions are for coping the entire template directory of a WeBWork course, that is, all the .def files, .lst files, .txt files, .pg files, subdirectories, etc.

- Go to “**File Manager**” in the main menu.
- Click the “**Archive this Course**” button on the main menu on the left side of the page.
- A file with the name of the course and extension **.tar.gz** will be created. Reload the “File Manager” area, and the .tar.gz file will appear in the template directory.
- Select the .tar.gz file.
- Click “**Download**” to save it on your computer.



The .tar.gz file can be imported to a WeBWork course by following the instructions in step 3 above.