

Archiving Directories and Courses in WeBWork

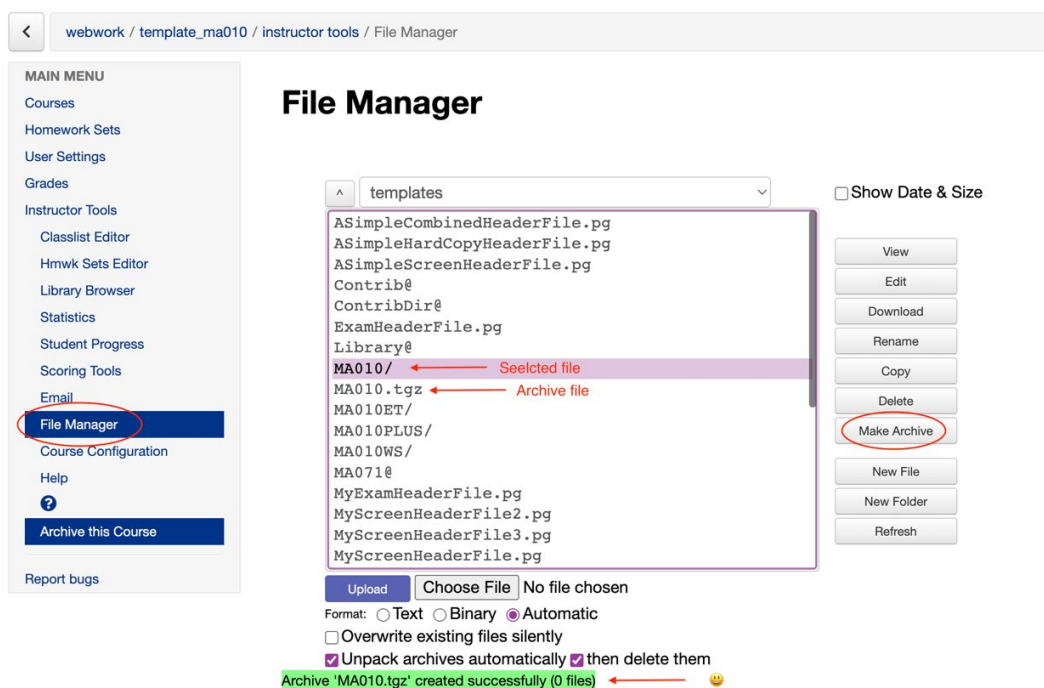
These instructions cover archiving directories and courses in WeBWork. This action may be needed if you want to export and import directories with PG files from one account to another. In a similar way, a whole course can be archived too.

Archiving (sub)directories with PG Files

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

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

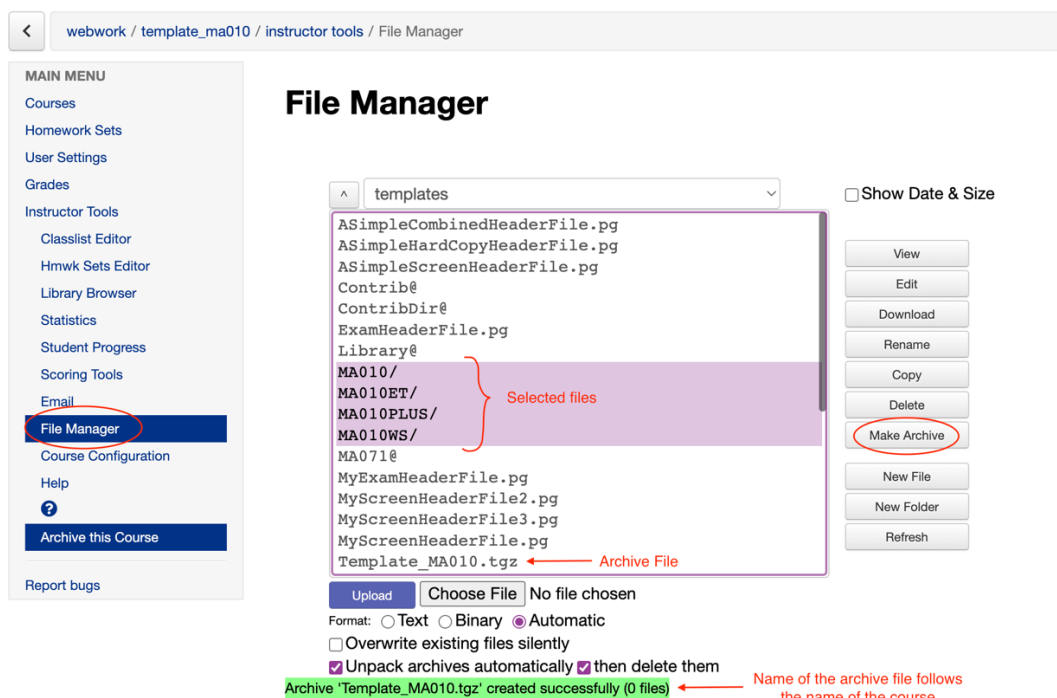
Note 1: If you are archiving only one (sub)directory, then the name of the archive file generated is in the following form: for example, if the subdirectory is called *“MyFiles,”* then the archive file will be called *“MyFiles.tgz.”*



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



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

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.

Archiving Directories with PG Files to be Exported in WeBWork

webwork / bsosnovski_ma121 / instructor tools / File Manager

File Manager

^ templates ▾

☐ Show Date & Size

ASimpleCombinedHeaderFile.pg	View
ASimpleHardCopyHeaderFile.pg	Edit
ASimpleScreenHeaderFile.pg	Download
ExamHeaderFile.pg	Rename
Library@	Copy
MA071@	Delete
MA121/	Make Archive
PreFinalHeaderFile.pg	New File
SampleFinalHeaderFile.pg	New Folder
WorkshopHeaderFile.pg	Refresh
achievements/	
bsosnovski_MA121.tar.gz	
bsosnovski_MA121.tgz	
course_info.txt	
demoCourse.lst	
email/	
local/	

Upload Choose File No file chosen

Format: ☐ Text ☐ Binary ☒ Automatic

☐ Overwrite existing files silently

☒ Unpack archives automatically ☒ then delete them

The .tar.gz file can be imported into another WeBWork.