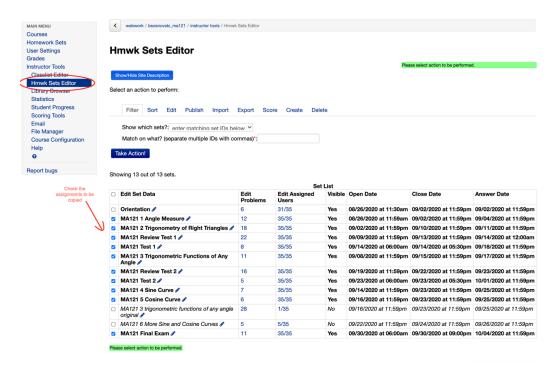# Importing and Exporting Files in WeBWorK

These instructions cover copying WeBWorK assignments you have in an account to be reused in your current course, in future courses, or as precautionary action in the event of reinstallation of the server.

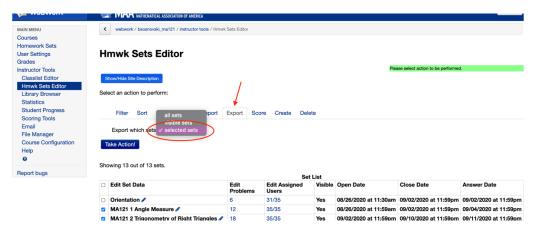Log in to your WeBWorK course from which you want to copy assignments and perform the following steps.

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.
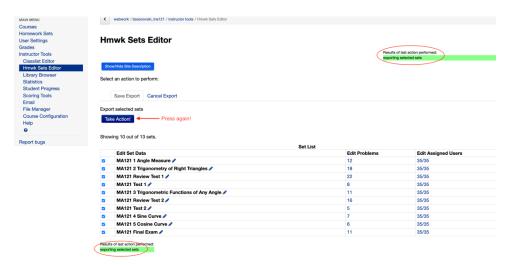
a) Go to "**Hmwk Sets Editor**", select (check) the assignments to be copied.

b) Select the tab "**Export**" on the top of the screen and in the "**Export which sets**" dropdown menu choose the option "**Selected sets.**"
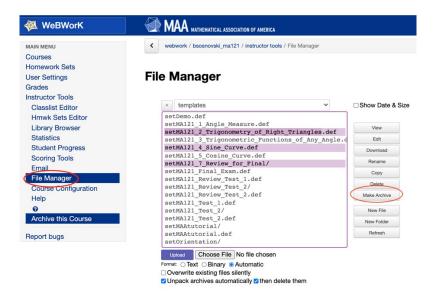
c) Click the "**Take Action!**" button.
d) Next, in the "**Save Export**" tab, press "**Take Action!**" button again**.**
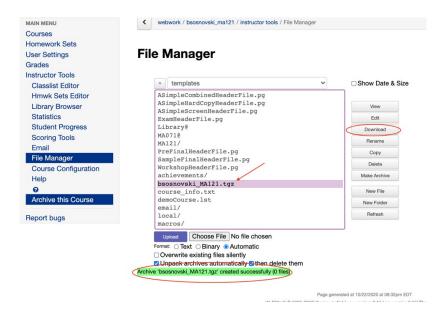

With this action the set-definition files should be created, and they will be found in the "**File Manager**" area.

Step 2: Download HW set(s)

a) Select "**File Manager**" from 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 in a Windows PC (or **Command** (Cmd) Key on a Mac), and click on each of the individual files to select multiple files at once.

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

c) After selecting all of the homework sets, click on "**Make Archive"**.

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

d) A file with extension **.tgz** will be added to "**File Manager**" area under "Template" directory.

e) Select the file and click "**Download**", to save it on your computer.

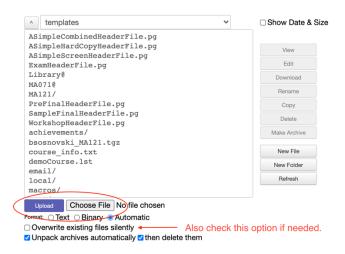## Step 3: Upload .def file(s) to your WeBWorK account

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

a) Select "**File Manager**" from the main menu.

b) Click the button "**Choose File**" 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) would be deleted on successful unpacking.
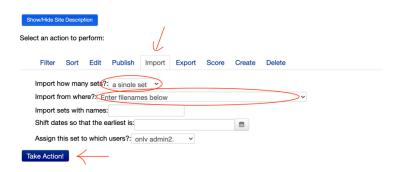

Step 4: Importing HW set(s) to your WeBWorK account

a) Select "**Hmwk Sets Editor**" from the main menu.
b) Select the "**Import**" tab.
c) Choose the set-definition file(s) to be imported.

   Note: If you'd like to, you can give the problem set a name. If you don't enter a name, the problem set will be named after the set-definition file.

d) Make sure that the settings are what you want.
e) Click the "**Take Action!**" button.

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.
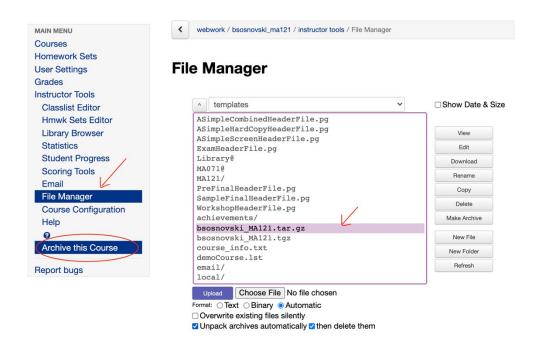
Optional step: Clean up

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:

Following the 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.

a) Select "**File Manager**" from the main menu.
b) Click "**Archive this Course**" button on the main menu on the left side of the page.
c) A file with the name of the course and extension **.tar.gz** will be created. Reload the "File Manager" area and it will appear listed in the template directory.
d) Select the .tar.gz file.
e) 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.