

# **My.Wartburg... *Tips to make your teaching life easier!***

## **Export a Course Cartridge**

1. Open your course
  - a. Past Courses: Login > Click on Academics Tab > Faculty > select “Past Courses” from the pull-down menu in All My Courses > click on course
2. Click on Course Manager link (left side under course pages)
3. Click on the Course Export tab
4. Click on Export and download the Course Cartridge link
5. Move the course export from the downloads to a location that makes sense to you (i.e. create a folder titled Course Cartridges)