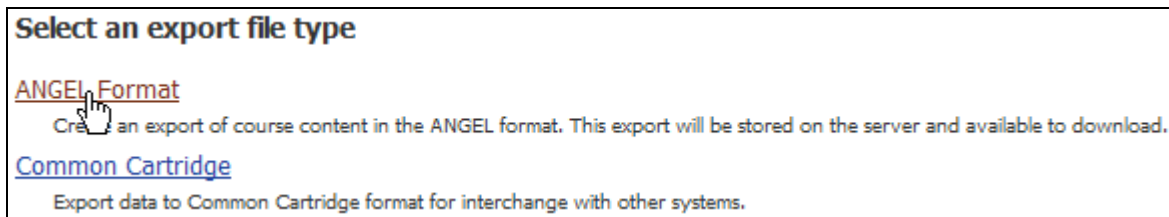


How to Export an ANGEL Format File

1. Click the **Manage** tab.
2. Click the **Export Console**.



3. Select **ANGEL Format**.



4. Select the **items to export**.
 - To preserve all course content, do not clear any of the checkboxes.
 - To export a group of items, select the checkbox for the top level group. For example to select just the **Content**, select the checkbox to the left of the **Content** list.
 - To export individual items, select the checkbox(es) for the item(s).
5. Click **Next**.

Export Summary

File Type: ANGEL

Select the items to export

<input checked="" type="checkbox"/> Calendar [-] Collapse <input checked="" type="checkbox"/> Calendar Events <input checked="" type="checkbox"/> Milestones	<input checked="" type="checkbox"/> Content [-] Collapse <input checked="" type="checkbox"/> Lessons/Content	<input checked="" type="checkbox"/> Resources [-] Collapse <input checked="" type="checkbox"/> Course Resources <input checked="" type="checkbox"/> Syllabus	<input checked="" type="checkbox"/> Communicate [-] Collapse <input checked="" type="checkbox"/> Announcements <input checked="" type="checkbox"/> Communicate Links <input checked="" type="checkbox"/> News Articles <input checked="" type="checkbox"/> Live Chat <input checked="" type="checkbox"/> Quick Polls	<input checked="" type="checkbox"/> Settings [-] Collapse <input checked="" type="checkbox"/> General Information <input checked="" type="checkbox"/> Automation Agents <input checked="" type="checkbox"/> Objectives <input checked="" type="checkbox"/> Standard Associations <input checked="" type="checkbox"/> Saved Reports
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6. ANGEL will display an **Export Queued** message.

Export Queued. You may browse away from this page while content is exported.

🔄 (queued at April 18, 2009 06:44:34 AM)
File Type: ANGEL

Your content is being processed.

7. Click **Go back to Export Course Content**.

Options

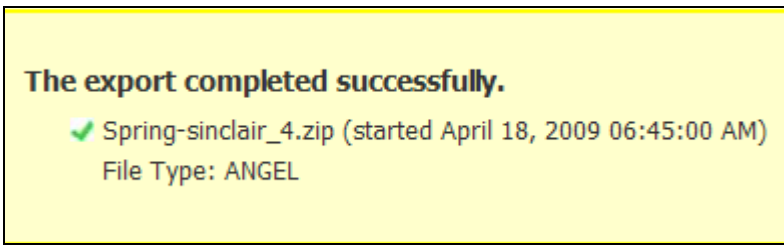
[Go back to Export Course Content](#)

[Take me to the Lessons for this course](#)

8. In the Status column, click **details**.

Type	Exported by	Date Exported ▼	Status
ANGEL	Warhall, Artsy	4/18/2009 6:45 AM	✓ OK (details)

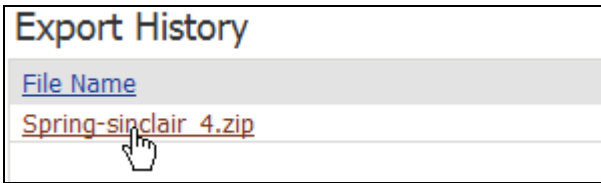
9. Verify that the **export completed successfully**.



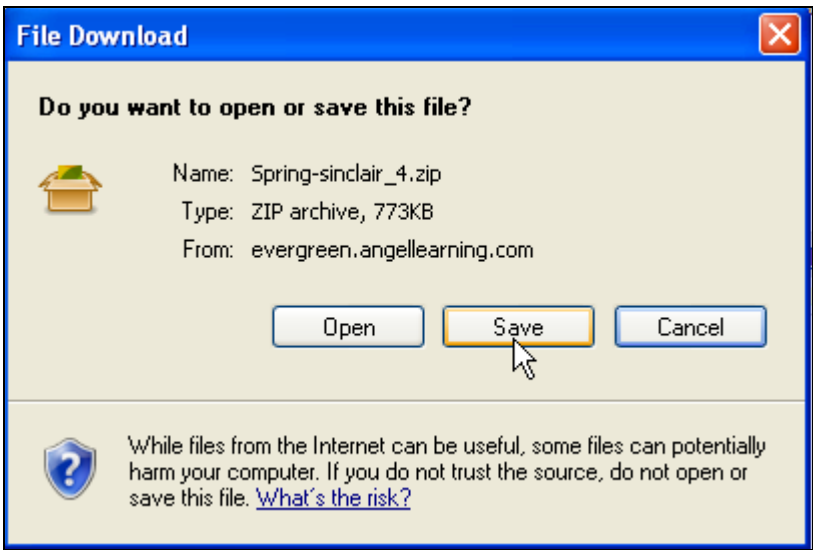
10. Close the status window.



11. Click the file name link to download it.



12. Click **Save**.



13. Browse to a folder on your computer to save the file.

14. Click **Save**.

