



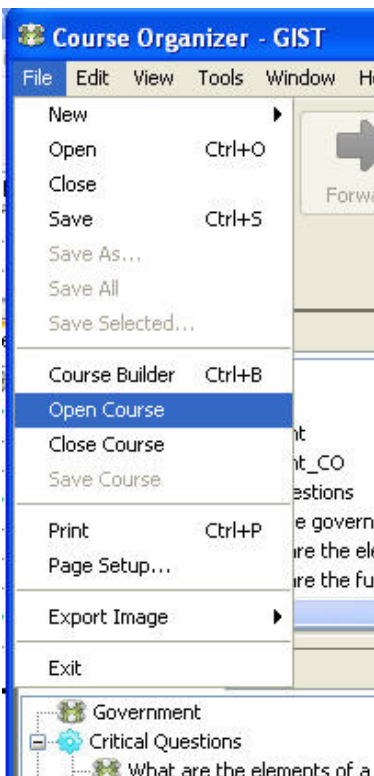
Working with CEC(Content Enhancement Course) and CCZ (Content Enhancement Course Zipped) files

.CEC file - Content Enhancement Course file

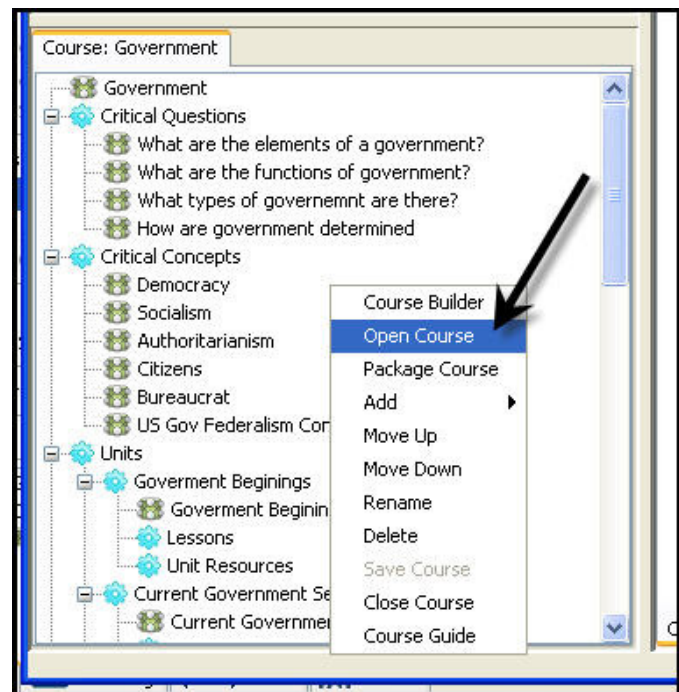
After a user has gone through the Course Builder process and the Course Tab is populated in the Course Tab, a .CEC or Content Enhancement Course file is placed in default settings into My Organizes/Courses/(New Course Name Folder). A .CEC file in the Portfolio section is a purple GIST icon. A .CEC file contains all the information that makes a Course in GIST which includes .cet files, folders, nodes, links, course tab sections, tags and more. Note: if a user relocates their Portfolio section to another location (i.e...Desktop) the .cec file will be placed in the Course folder in that new folder location.



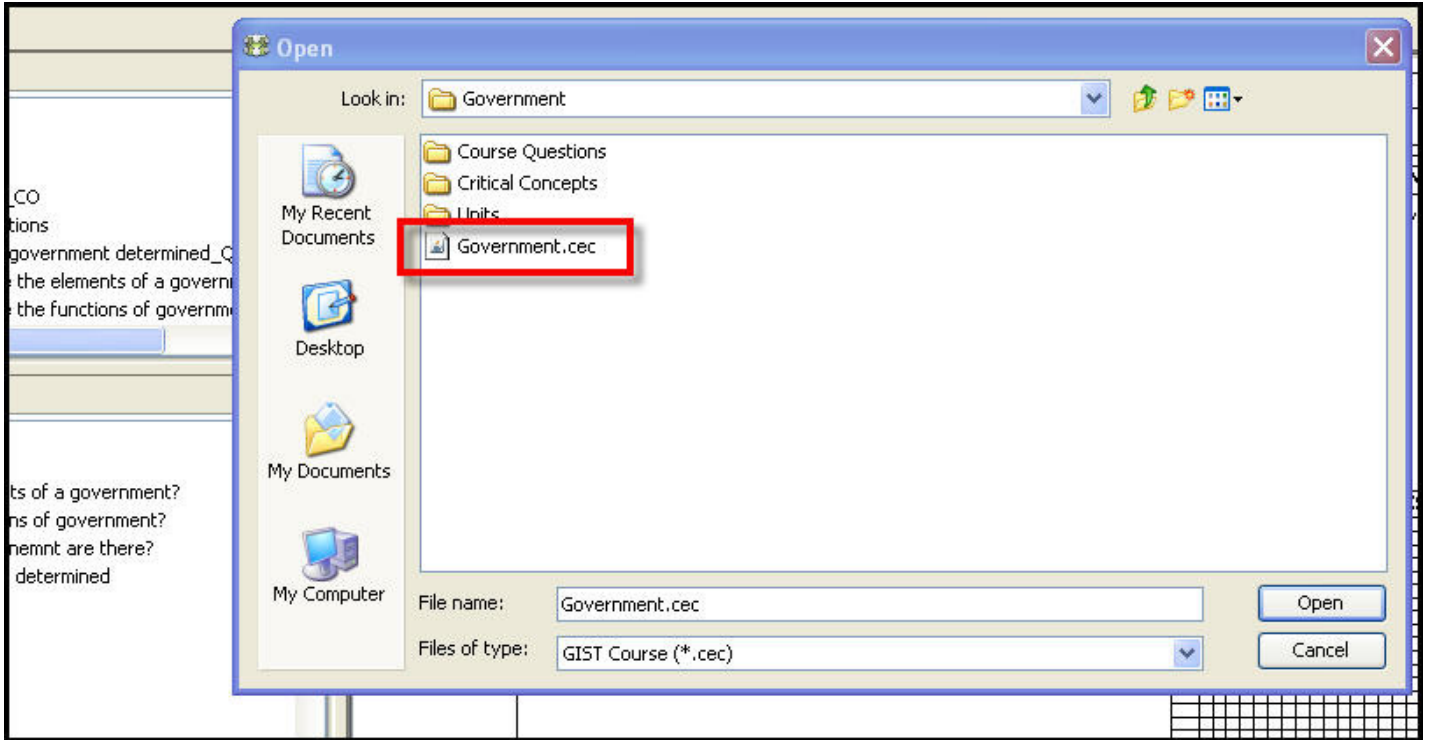
To open up a .CEC file, a user will access the **Open Course** menu via **File** drop down menu or a right click menu in the Course Tab.



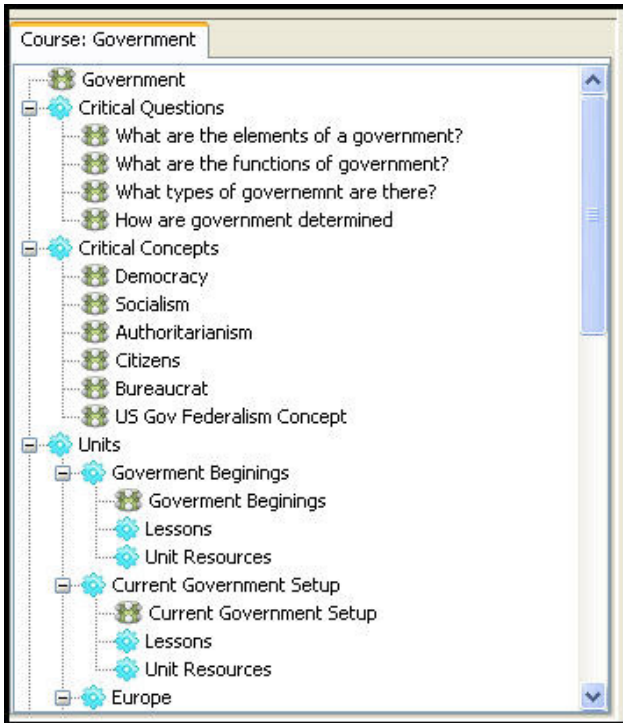
or



Next, an Open file Menu will appear allowing the user to find and select the .CEC file. Remember that the default location of a CEC file is in the following location **My Organizes/Courses/(New Course Name Folder)**. Once a user finds the .CEC file select Open button.

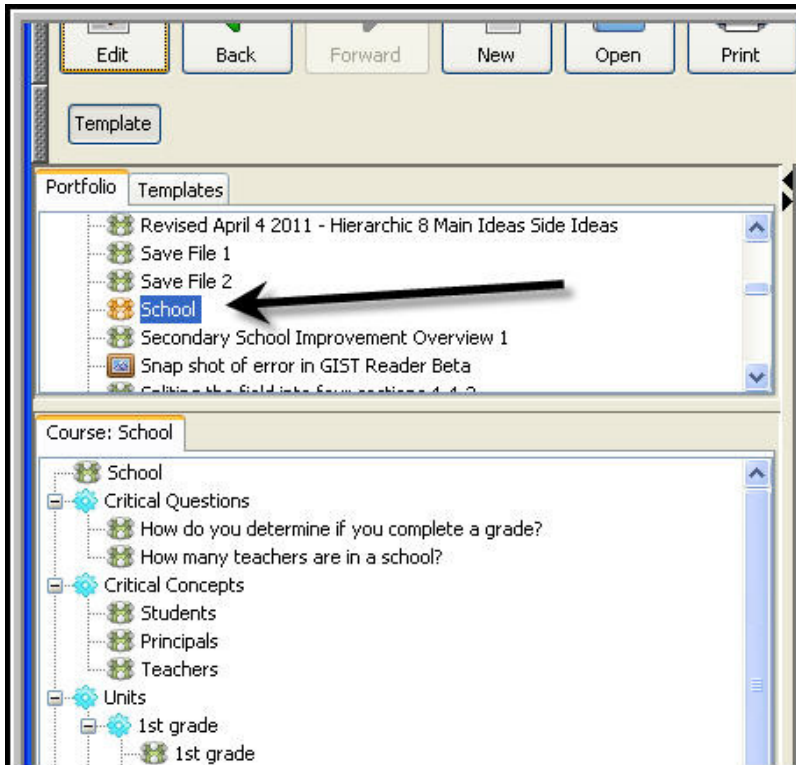


If the .cec file is properly opened, the Course Tab should populate all the Course files and node information.

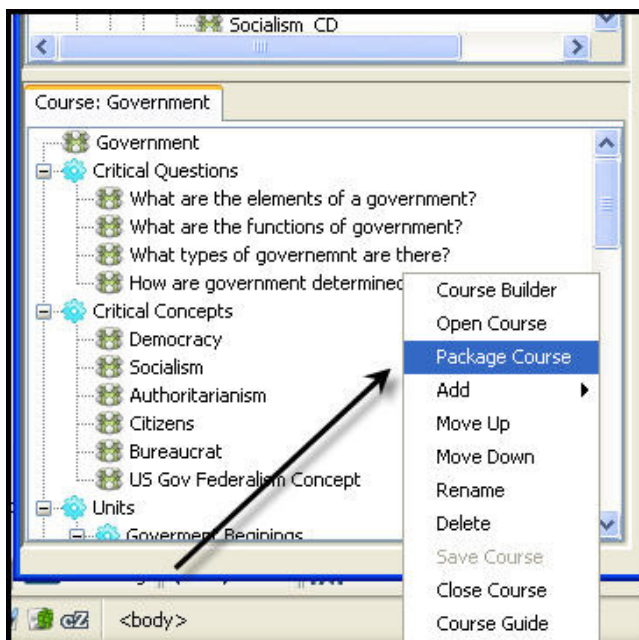


.CCZ file - Packaging a Course File

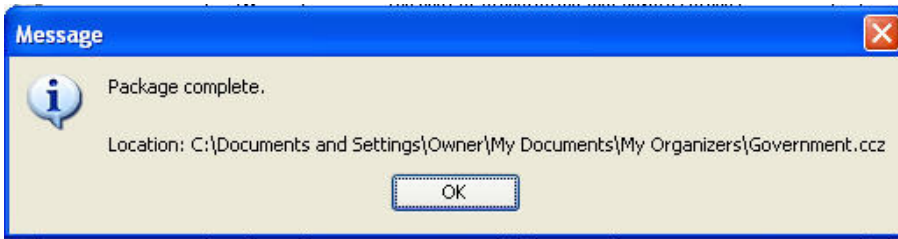
A .CCZ file is an entire course or a .CEC file (see above) zipped up and formatted so that it can be transported and used on other machines. A .CCZ file can be uploaded, copy and pasted, emailed and transferred like other program software program files. A .CCZ file in the Portfolio section is an Orange GIST icon.



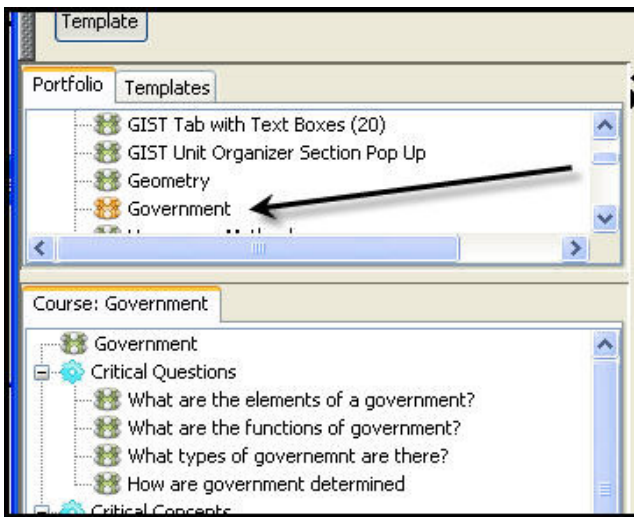
To create a .CCZ file and zip up a course, start by right clicking in Course Tab and selecting the **Package Course** option.



Next, the a **Package Complete** message will appear showing the folder location of where the .ccz file was placed.

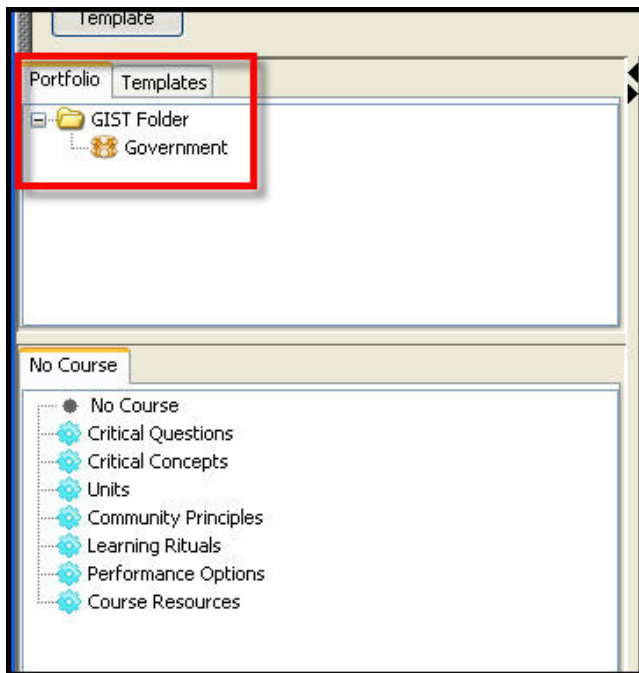


The .ccz file will be an orange GIST icon in the Portfolio section. Once the file is a .ccz file users can copy, move or email the file without fear of disconnecting or separating course information.

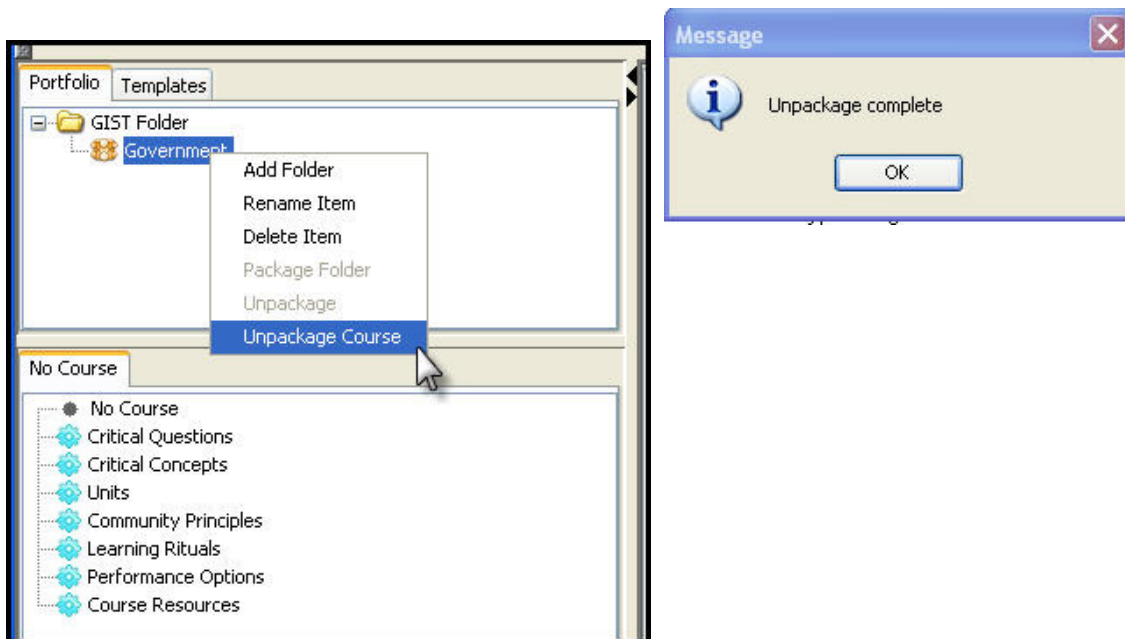


Opening a .CCZ file - Unpackage a Course File

To unpack a .ccz file, first, locate the .ccz file so that it appears in the Portfolio section of GIST. Locating the file can be done by either placing the .ccz file in the My Organizers folder(default settings) or by relocating the Portfolio folder (Tools/Options/Default Portfolio Folder) so that the view folder has the .ccz file.



Next, single click on the file so that it is highlighted and right click to bring up the drop down menu. Select the **Unpackage Course** drop down menu option. An Unpackage complete message menu will appear.



After the file unpacks it will place all the contents of the Course into the Portfolio section including the folder containing the Course and the .CEC file or Content Enhancement Course file. If the Portfolio section doesn't have a Courses folder it will automatically create one. Note, if a user wants to open up the course contents into the Course Tab they will then select the Open Course option and open that Course's .CEC file(Purple GIST Icon).

