

Archiving iCAT Files

In the next few months, the Oklahoma Department of CareerTech will begin the migration way from iCAT to Moodle. All current iCAT users must play an active role in this process.

Moving files from one server to another is much like moving to another house. The task can be made easier if you first lighten the load and protect the items you value most. While packing for a move, imagine what would happen if your movers dumped the contents of every drawer in your house into one big box. In essence, this is what happens when zipping your iCAT files. Fortunately, iCAT retains an index file that will enable you to locate your files once they are downloaded. Zipping and downloading your files from iCAT ensures that the content will not be lost forever.

Because we're moving from one operating system to another, the file migration process cannot be fully automated. Eventually, your content will need to be reconstructed in the Moodle learning management system. But first, pack up your files by completing the following steps.

iCat File Zip and Download Instructions

Please have this process completed **by June 13, 2014**.

1. Log on to iCAT.
2. Click Resources tab. Check your location to make sure you are on your Personal files and not on Shared.
3. Click on Personal tab.
4. Click the Archive tab. This schedules the archive to occur during off-peak hours.
5. The archive request may take up to a week to be available for use. Check back periodically. If it says "Archive Pending," the zipped file is still not ready.
6. When the file status shows it is ready, click on Resources tab and on Personal tab.
7. Click the Download Archive tab.
8. The "Opening Zip File" dialog box appears.
9. Choose "Save File" and click OK to download the zipped file.
10. Go to your Downloads folder on your computer (or wherever the file was downloaded) and locate your zipped file. Keep the file in a safe place. You may also choose to create a backup copy of the zipped file on a DVD or flash drive.

iCat File Unzip and Navigation

1. If using a Windows computer, after locating the zipped file on your computer, unzip the file by right clicking on the folder and then clicking Extract All.
2. Open the newly unzipped file and locate the index.html file located on the root of your zipped file. By clicking the index file, you can navigate the folder and locate your files.

Information about how to access the Moodle server will be coming soon!