

# How to Import a Course

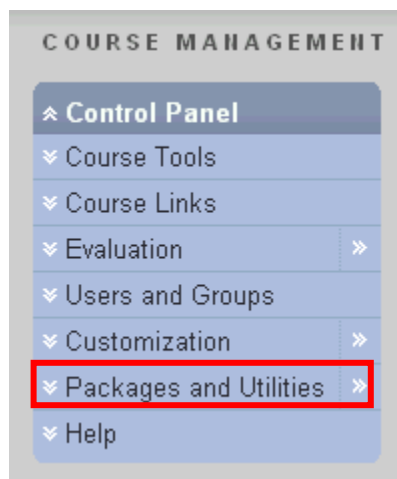
Instructors may use the Import Package tool to upload course materials that have been previously exported from another course. Instructors can import the whole course package, or selected parts of the course package through Import Package.

**Warning:** Never upload an Exported Course package that has been modified since it was created and downloaded. Opening the .ZIP file and changing any of the files in the Exported Course package will result in unstable and unpredictable behavior when the course is imported.

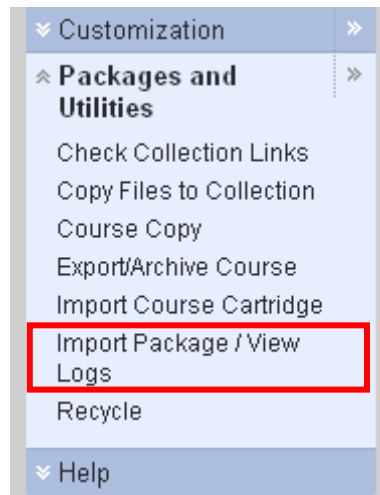
## Importing a Course

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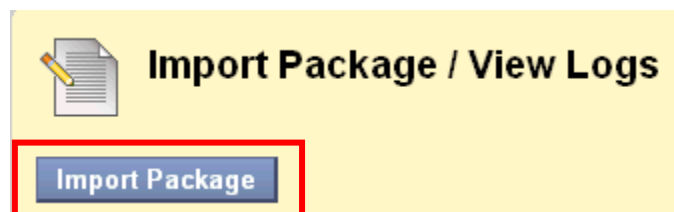
1. Select **Packages and Utilities** in your course's Control Panel through the Course Management sidebar.




2. Select the **Import Package/View Logs** link in the Packages and Utilities section.



### 3. Select **Import Package**.



### 4. Either enter the path to the course package or click **Browse** to search for the course package or ZIP file.

 **Import Package**

An Import package is a .ZIP file of exported Course content. Importing a package into an existing Course copies the content of the package into the existing Course. Import packages do not include user enrollments or records, such as discussion board posts and assessment attempts. [More Help](#)

\* Indicates a required field.

**1. Select Copy Options**

\* Destination Course ID

**2. Select a Package**

Click **Browse** to locate the Course Package:

Uploading large packages may take a long time.

\* Select a Package

5. If the course requires content collection files, either enter the path to the content collection or click **Browse** to search for the folder.

### 3. Folder for Content Collection Files

If the package includes Content Collection files, they will be added to a new folder within the folder specified below. If no folder is specified, any Content Collection files included in the package will not be processed.

Select Folder

6. Select the course materials to be included when the package is imported and click **Submit**.

### 4. Select Course Materials

Select materials to include. To recreate a course from an Archive Package, including user records, use Restore instead of Import.

- Content Areas
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Settings
- Contacts
- Tasks
- Tests, Surveys, and Pools

### 5. Submit

A new page with the executed operation will appear. This might take a minute or so. Do not click the Submit button more than once. Wait for the operation to be completed.