IMPORTING A COURSE PACKAGE



View the video tutorial



Import a Course 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.

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Step 1	From the Control Panel, under	♠ Packages and Utilities ≫	
	Packages and Utilities, click Import Package / View Logs.	Bulk Delete	
		Check Course Links	
		Course Copy	
		Export/Archive Course	
		Import Course Cartridge	
		Import Package / View Logs >	
Step 2	Click Import Package.	Import Package	
Step 3	Provide the path to the Course package or click Browse to search for the package.	Select a Package	
		Click Browse to locate the Course Package:	
		Uploading large packages may take a long time.	
		* Select a Package	Browse
Step 4	Select the Course Materials to include.	Select Course Materials	
		Select materials to include. To recreate a	
		Content Areas	
		Adaptive Release Rules for Content	
		Announcements	
		Blogs	
		Collaboration Sessions	
		 ✓ Contacts ✓ Discussion Board 	
		□ Early Warning System Rules	
		Glossary	
		☑ Group Settings	
		✓ Journals	
		∇ Rubrics	
		▼ Settings	
		▼ Tasks ▼ Tests, Surveys, and Pools	
		Wikis	
		Wimba Voice Authoring	
		Wimba Voice Board	
		Wimba Voice Podcaster	
		Wimba Voice Presentation	
Step 5	Click Submit.	Submit	
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Notes: Never upload an Exported Course package that has been edited 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.