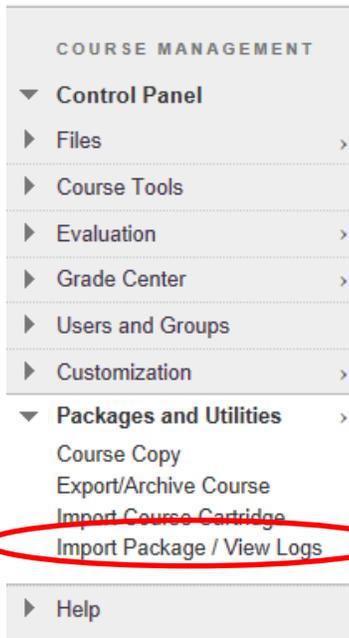


Packages and Utilities: Import Package/View Logs – (Restore Course)

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, essentially you are Restoring your course.

Import packages do not include user enrollments or records, such as discussion board posts and assessment attempts.

Step 1: From the Control Panel under Packages and Utilities, click **Import Package/View Logs**.



Step 2: Click **Import Package**.



Step 3: Browse to search for the package, i.e. the .ZIP file that you previously exported.

SELECT A PACKAGE

Click **Browse** to locate the course package:

Uploading large packages may take a long time.

★ Select a Package

Step 4: Select the Course Materials you would like to import. Select All will restore everything.

SELECT COURSE MATERIALS

Select materials to include. To recreate a course from an archive package, including user records, use restore instead of import.

Select All

Unselect All

- Content Areas
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Content Alignments
- Discussion Board
 - Include starter posts for each thread in each forum (anonymized)
 - Include only the forums, with no starter posts
- Glossary
- Grade Center Columns and Settings
- Group Settings

- Journals
- Retention Center Rules
- Rubrics
- Settings
 - Availability
 - Banner Image
 - Course Guest Access
 - Course Observer Access
 - Duration
 - Enrollment Options
 - Language Pack
 - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

Step 4: Click **SUBMIT**.

*Click **Submit** to proceed. Click **Cancel** to go back.*



You should see the exported material from the previous course appear in the new course.