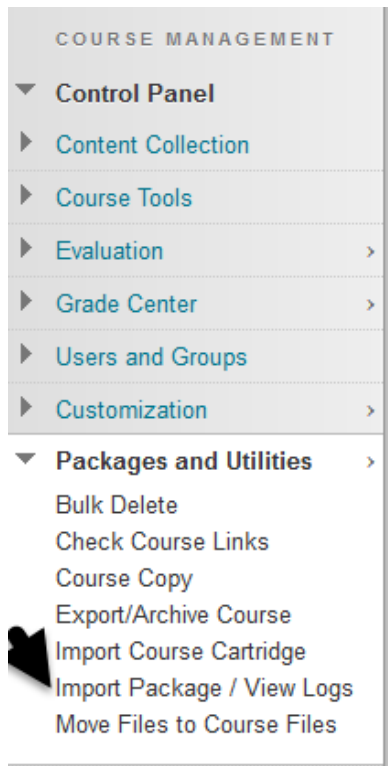


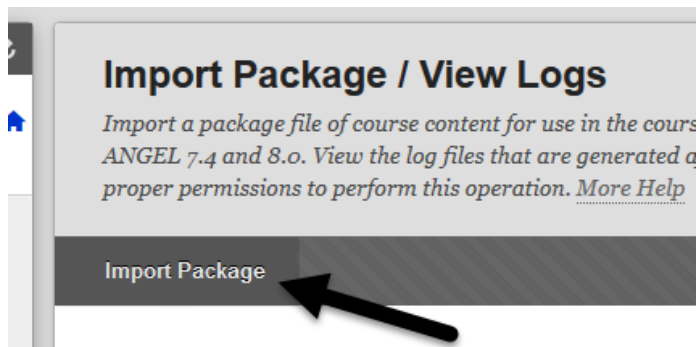
# Importing a Package

By Scott Badger

1. Below Control Panel, click Packages and Utilities.



2. Click Import Package/View Logs



3. Click "Import Package".

---

## SELECT COPY OPTIONS

\* Destination Course ID      Badger\_Test\_Course

---


## SELECT A PACKAGE

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

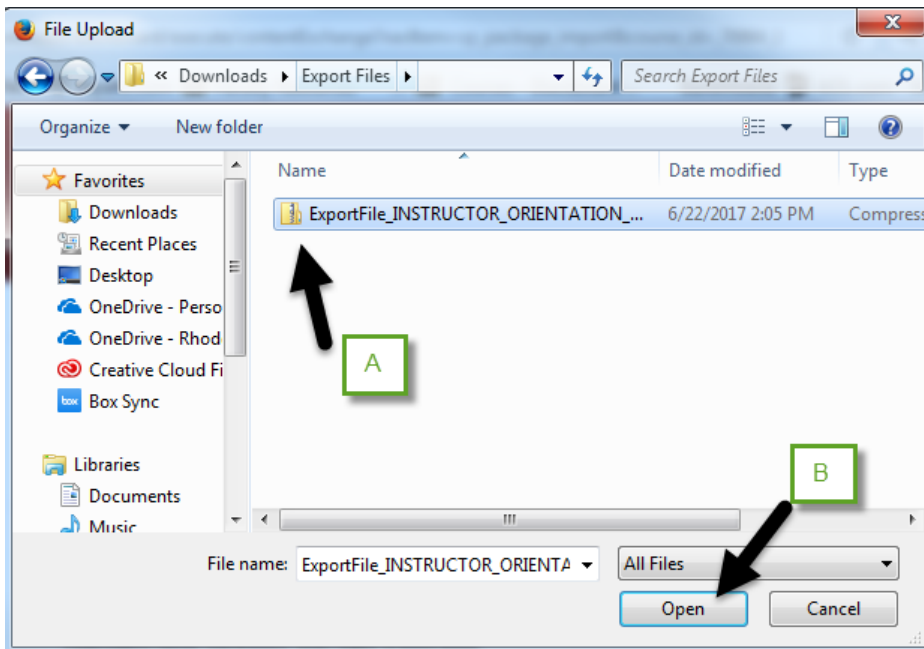
Uploading large packages may take a long time.

\* Select a Package

Browse My Computer



4. Click **“Browse My Computer”**.



5. Go to where you stored your export zip file and select it.
6. Click **Open**.

## SELECT COURSE MATERIALS

Select materials to include. To recreate a course from an a

Select All Unselect All

- Content Areas
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Collaboration Sessions

7. Click **“Select All”**.



8. Scroll down to the bottom of the page and click **“Submit”**.

Success: This action has been queued. An email will be sent when the process is complete.

9. At the top of the page, you will see the green banner with the **“Success message”**.
10. Click the x on the right.
11. You will need to move out of your course.
12. You will receive an email once the import of the package has been completed. Once you have received this email, you can go back into your course.
- 13.