Instructors may import course materials that have been previously exported from another course using the Export Package tool. Instructors can import the whole course package, or selected parts of the course.

To Import a Course Package

1. Enter a course that needs the materials imported from the previous export file
2. Go to the Control Panel (Figure 1)
3. Click on Packages and Utilities (Figure 1)
4. Select Import package/View Logs (Figure 1)

5. On the Import Package/View Logs Screen, click Import Package Button (Figure 2)
6. On the Import Course Screen, click the **Browse** button under Select a Package and navigate to your saved **ExportFile package**. It should still be in your **Downloads Folder** (Figure 3).

7. **Under Select Course Materials**, choose **Select All** (Figure 4). This will bring in all the materials from the **ExportFile**.

8. **Click Submit**

9. A purple success bar will appear at the top of the screen (Figure 5)

**Note:** After you click Submit, the screen may sit there for several moments. Do **NOT** click the Submit button more than once. When the instructor receives the process is complete email, he/she can begin verifying all the content was imported and making any necessary edits.