

## Course Export

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Begin in the course that contains the content that needs to be copied.

1. Under **COURSE MANAGEMENT** - In the **Control Panel**, click **Packages and Utilities**
2. Select **Export/Archive Course**
3. Click Export
4. Select the parts of the course that need to be copied to another course – It is recommended that you check all boxes.
5. Click Submit

When the export process is complete, you will receive a confirmation email. Even though you received the email, **you must wait at least 30 minutes** before you complete the next steps. If you do not wait – the full course may not copy.

6. Return to the Export/Archive screen. (click Packages and Utilities and Export/Archive Course)
7. Left click on the export file link and save to your desktop.

The Export/Archive Course page organizes all export and archive packages that are created from the Course. When the Course is exported or archived, a link to the package appears on this page. The Instructor may download the package to a local computer, and then use it in the future for import or restore operations.

Note: It is recommended that packages be deleted from this page once they are downloaded. Each package counts against the Course quota; so keeping packages on this page may result in limited space to add additional content to the Course.

The Export Course feature creates a package of the Course content that can later be imported and used to teach another Course with the same content. It is important to note that, unlike the Archive Course feature, Export Course does not include any user interactions with the Course—it only includes the content and the tools.

Export packages are downloaded as compressed .ZIP files and are imported in the same format. **Do not unzip an Export package or delete files from the package**, otherwise the package will not be imported correctly.

## How to Import a Package

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1. From the **Control Panel**, under Packages and Utilities, click Import Package / View Logs.
2. Click **Import Package**.
3. Browse your desktop for the course export ZIP package.
4. Select the Course Materials to include.
5. Click **Submit**.

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.

Note: 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.