

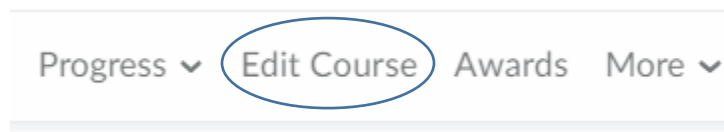
# Importing Content

## Why Do I Need This Workflow?

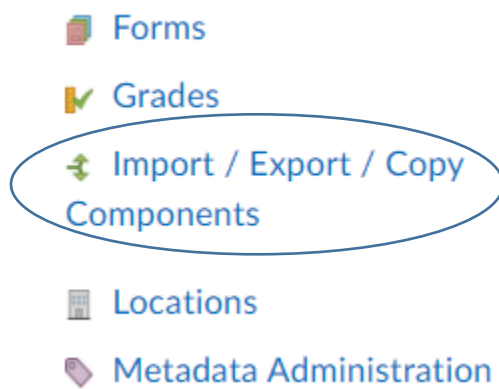
We recommend copying course content whenever possible, but there are many situations where you may need to import materials. In this workflow, you will be importing course materials. Importing is often done at the start of a course by instructors and content developers, particularly in cases where copying is not possible (e.g., the course materials are coming from outside of your Learning Environment).

## How: Workflow Steps

1. Select the **Edit Course** link in the navbar.



2. Select the **Import/ Export/ Copy Components** tool.



3. Select the **Import Components** option, and select **Start**.

Import Components

Start

4. Upload the package and select **Import All Components**. **Note:** If you are completing this workflow in the future for a live course (not just a test sandbox), you may want to take advantage of the ability to offset dates that are attached to any activities you are importing. This option is found by selecting the **Advanced Options** button.

## Select File

You are about to import a course from a file.

Drag and drop your course package here or use the "Upload" button to browse to your file. The file should be a .zip or another archive format. To add individual content (.doc, .ppt, .jpg, etc.), add a module in Content and place your file there.

Upload

You can upload files up to a maximum of 1 GB.

Import All Components

Advanced Options...

Cancel

5. Wait for the package to import.

6. You will see the option to **View Content**. This takes you to the Content tool where you can view content topics that were imported. Other components can be viewed by visiting the appropriate tools.

**Check for Success:** If you are able to see the course that you imported, you have completed this workflow successfully!