



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).

Workflow Steps:

Step one:

Select the **Edit Course** tab in the navbar.

Communication ▾ Progress ▾ **Edit Course** More ▾

Step two:

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

■ Course Offering Information

■ Widgets

■ Content

■ External Learning Tools

■ **Import / Export / Copy Components**

■ Manage Dates

Step three:

Select the **Import Components** option, then select **Start**.

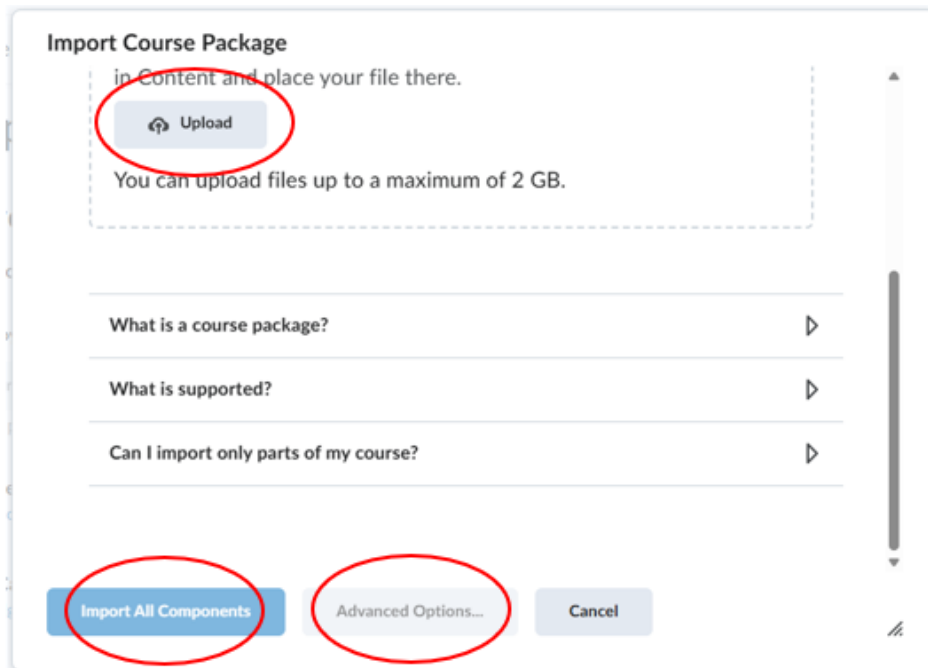
Import Components

[View Import History](#)



Step four:

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.



Step five:

Wait for the package to import. 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!