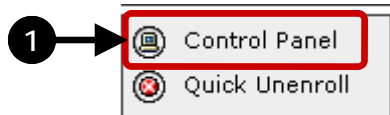


Importing a Saved Course

The Import Package Utility (found in the Control Panel of your CourseVU course site) allows you to import your saved course materials for use in new classes. These saved materials are zipped files from either the **Export** or **Archive** process. To complete this process, you must have a course in CourseVU and a zipped file of a previous course.



Login to CourseVU and select the course you would like to export or archive from your list of classes.

➊ Click on the Control Panel link on the left side of the screen.



➋ Click on the Import Package link within the "Course Options" box on the lower left side of the screen. *(This link is used for importing archived or exported courses.)*

Select a Package

Browse to locate the course package:
Uploading large files may take a long time.



➌ Select the file you want to import by clicking on the Browse button and locating the file on your computer.

Select Course Materials

Select materials to include in the import process.



➍ In the next section, select the items from the previous course that you want imported into the current course by clicking on the checkboxes. Only those items checked will be loaded.

Submit

Click **Submit** to finish. Click **Cancel** to quit.



➎ To complete the process, click on the Submit button. On the next page, click on the OK button to continue. The import process may take several minutes depending on the amount of items you are importing. You will receive an email when the process is complete.