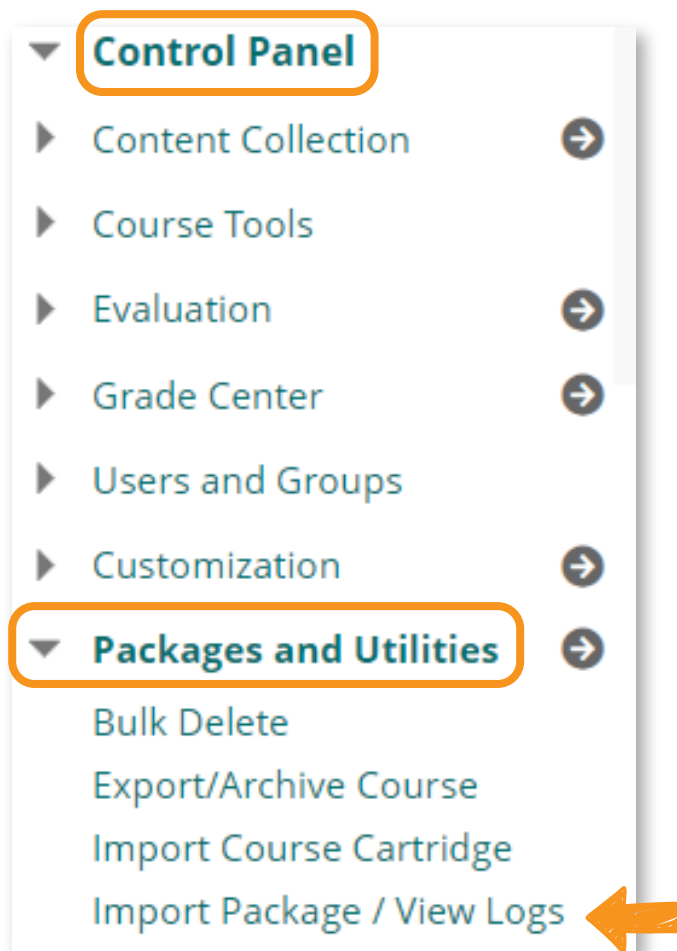


## How to import a course into Rafid?

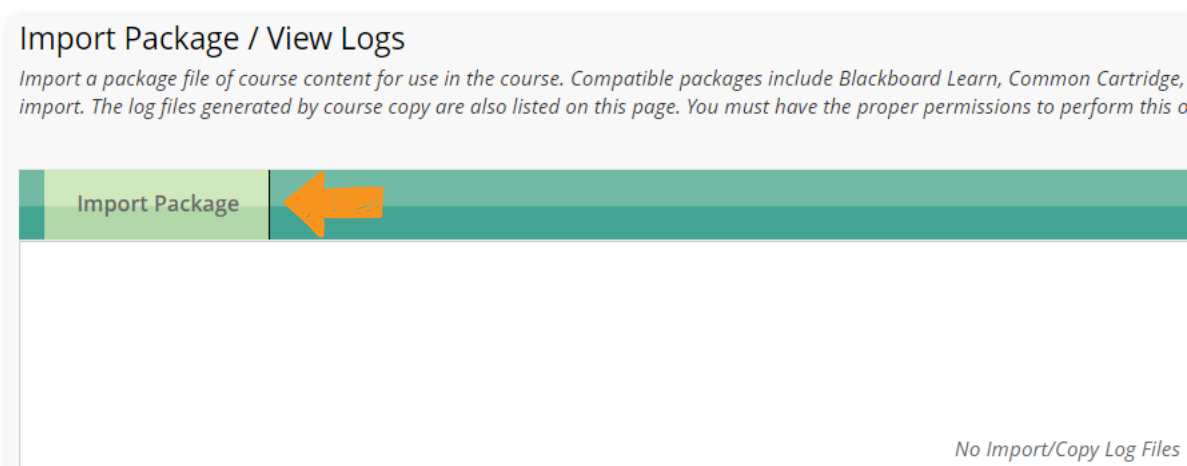
After you have exported/archived the course, you can now import the course again into the Rafid learning system.

To import a course, please follow these steps:

- 1 From **Control Panel** click on **Packages and Utilities** then choose **Import Package / View Logs**.

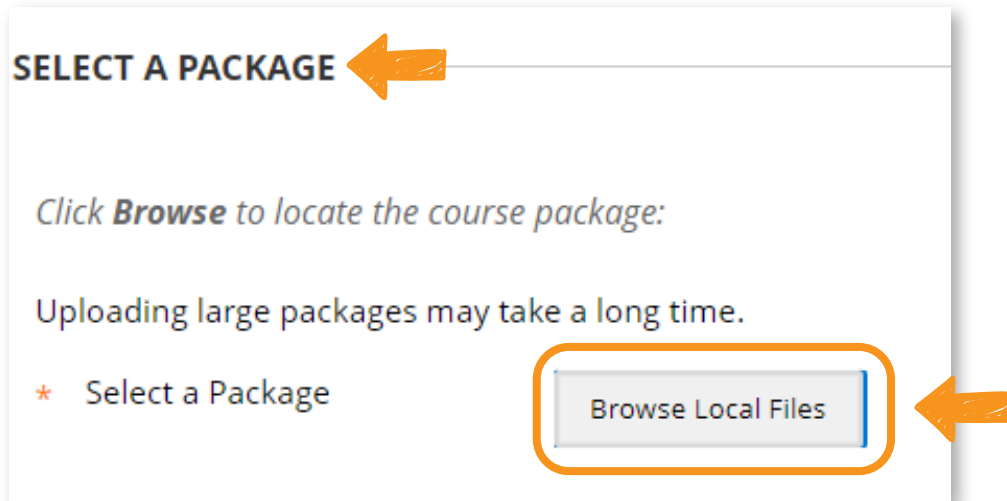


- 2 From the **Import Package / View Logs** page, click **Import Package**.



- 3 From **Select a Package**, click on **Browse local files**, then choose the file that you exported/archived previously.

**Note: You can only import compressed files.**



**SELECT A PACKAGE**

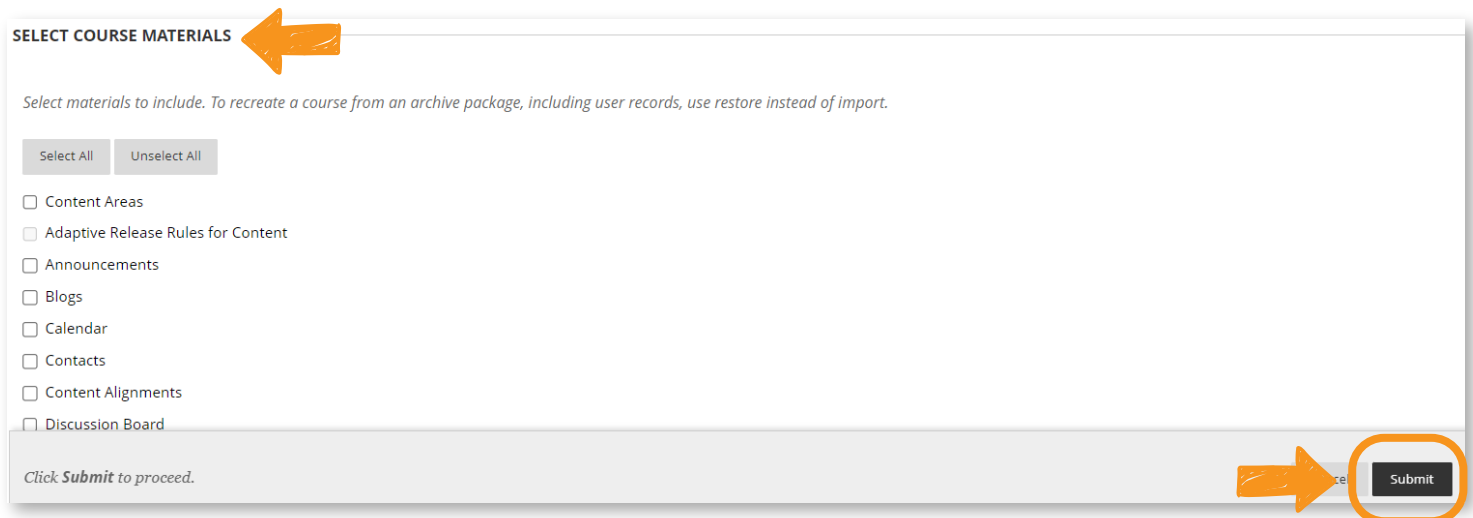
Click **Browse** to locate the course package:

Uploading large packages may take a long time.

\* Select a Package

Browse Local Files

- 4 From **Select Course Materials**, select materials to include to recreate a course from an archive package, and then click **Submit**.



**SELECT COURSE MATERIALS**

Select materials to include. To recreate a course from an archive package, including user records, use restore instead of import.

Select All Unselect All

- Content Areas
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Contacts
- Content Alignments
- Discussion Board

Click **Submit** to proceed.

Submit