Quick Steps for Copying Course Contents from Former Course to New Course Shell

1. Go to the course shell of the new course where you want material copied into.

2. Go to the **Settings** block on the left-hand side of the screen and click on **Edit Settings**. Go to the format area and check the number of weeks in the format area. It must match the number of weeks in the course you are importing from and also the format must be the same. You can check the course you are importing from using these same procedures.

3. Go to the Course Settings block, locate “Import,” and click on it to open.

4. On the screen that now comes up—

   --select the course you’ve previously taught that want to import data from. **NOTE:** If not listed in the table, type the course’s short name (in the screenshot here, I was looking for a course I created titled “File Upload Test Course” and just the first two words were enough to locate three versions of that course), or type in a portion of the course ID number (e.g., NURS-455) into a search box under the table of listed course names, click the Search button,

   and search results usually will display all courses that include the abbreviated ID number or name portion you’ve type in:
5. When the course is found, click the radio button to its left to select the course and then click the Continue button.

6. This is the Initial Settings screen, where, as in other screens to follow, the default settings are all checked. In most cases, these are the settings you will want; but if in this screen or in the others you see anything you'd like to change, a “Previous” button is provided at the bottom of each page after this one so that you can go back and make adjustments. If all is acceptable, click the “Next” button at page bottom. (NOTE: The “Include enrolled users” option by default is set to “no” as the purpose of Import is the data, not the previous enrolled students; “Course backup” function can include the current users, but “Import” generally does not.)

7. The next screen is “Schema Settings”—by default all the resources and activities per week are shown and check marked for inclusion in the new course shell; if there is any you do not want, simply remove the check mark. When finished reviewing/changing, click “Next.”

8. On the next screen that now comes up, the “Confirmation and review” screen, you have a last overview of all that is marked for inclusion. If all is set as you wish, click the “Perform Import” button at the bottom of the page.

9. Depending on how full your course may be of materials and activities, it could take many minutes for the system to perform the import into the new course shell—and during this time it will look as if nothing is happening; but do not click again, just be patient or do something else for a while. Finally, when it does complete the transfer of items, it will advise you on a new screen that the import has been done.

10. If the number of weeks in the new course is not same as the old course, you may not see all the weeks or see orphaned items. This is easily corrected by going to the Administration block, clicking on Edit Settings, click on Course Format, and increasing the number of sections using the drop-down menu designed for this.