


## Importing Course Content from One Course to Another

To import content from one course to another follow these steps;

1. Go to the empty course shell.
2. Click the Gear icon  on the right hand corner.
3. Select the radio button for course that is holding the content. If it is not in the list, enter the course name in the search box then click continue.

Select a course Total courses: 8

	Course short name	Course full name
<input type="radio"/>	2013SP SOC-101-094WB_1	2013SP Sociology (SOC-101-094WB) copy 1
<input type="radio"/>	2012FA HIS-114-602	2012FA 20 Cent US Since WWII (HIS-114-602)
<input type="radio"/>	Duplicate Course II	Duplicate Course II
<input type="radio"/>	Duplicate Course	Duplicate Course
<input type="radio"/>	Patrick 2	Patrick 2
<input type="radio"/>	Patrick Imported from Bev	Patrick Imported from Bev
<input type="radio"/>	2012FA HIS-114-602 Imported	2012FA HIS-114-602 Imported
<input type="radio"/>	2012FA HIS-114-602_2	2012FA 20 Cent US Since WWII (HIS-114-602) copy 2

Search

Continue

4. At the Initial settings page, ensure all items are selected excepting the PLD log data then click **Next**.

1. Course selection ► 2. Initial settings  
5. Perform im

**Backup settings**

Include activities ☒

Include blocks ☒

Include filters ☒

**Personalized Learning Designer Settings**

Include PLD data ☒

Include PLD log data ☐

Cancel

5. On the schema settings page ensure the items you want imported into the new course is selected then click **Next**.
6. On the Confirmation and Review page click **Perform Import**.
7. On the Import complete notification page, click **Continue**.