Course: Import Content

Entire courses or selected activities and resources may be imported from other courses that the teacher has editing permissions in, as long as they are accessible on the same Tab (In-Progress, Future, Past, or Projects.)

If the course to be imported lives on a different Tab than the course you want to import into, you may need to use another procedure. Please see instructions for Course: Request Backup or Course: Backup and Course: Restore. Import allows teachers to reuse content instead of recreating one or more activities or resources. Please note that the import process is ADDITIVE — you can’t replace content, you can only add to it. If you import the same content multiple times to the same course, you’ll get multiple copies.

Step-by-step guide

1. Go to the destination course that needs the materials.
2. Click the gear icon (top right) and select Import from the menu.
3. Select the course with the resources you wish to import from and click Continue. The import page only lists your first 10 courses, so you may need to use the Search box to find courses that don’t appear in the list. Just search by course prefix, by number, or by name to locate the desired course. For example, ‘1001’ would find all sections of the course number ‘1001’ that you are teaching; ‘sur’ would find all courses with the letters ‘sur’ in the course full name - i.e., survey, survival, treasure, etc.
4. Once you've found and selected the course, click its radio button, then Continue.
5. On the **Backup settings** page use the check boxes to select activities and resources to be imported. Note that in order to import quizzes, you must also select the question bank. Click **Next** to continue.

6. In the next step, all the items from the original course are checked (selected) to be imported. **We strongly recommend** that you leave all the items checked and then delete any unwanted items after importing is complete, especially if you want to retain the structure of your gradebook.

7. Scroll to the bottom of the page and click **Next**.
8. The confirmation page will place green checks next to the items that are about to be imported.

Included items:

- **General**
- Grades are complete and available in the Grades li...
- Announcement Log
- News forum
- Attendance

9. Scroll to the bottom of the page and click the **Perform import** button. The imported item(s) should appear in the course.

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