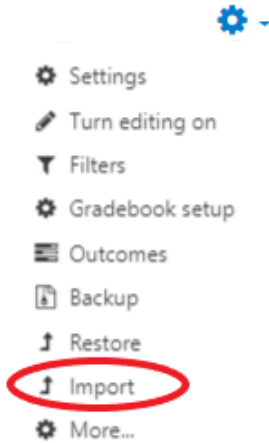


Course: Import

Step-by-step guide

1. Navigate to the upcoming course in AsULearn where you wish to import content. Click the **gear** icon (top right), and select **Import**:



2. Then choose the course whose content you wish to import from the list. **TIP:** You may want to search BY TERM to find a specific version of the course you wish to import (all the way back to Fall 2019). For example, you can enter **Spring 2020** in the Search field, click **Search**, and your course list will be limited to just your Spring 2020 offerings. You can also find all available versions of a course by searching for its number, like **2300**. Once you've found the exact course you wish to import, select its radio button and then click **Continue**:

Total courses: 3

Course short name	Course full name
<input type="radio"/> C I2300107-11989201910 (SPRING 2019)	C I2300-107_TEACHING LEARNING DIGITAL AGE (SPRING 2019)
<input type="radio"/> C I2300114-12224201840 (FALL 2018)	C I2300-114_TEACHING LEARNING DIGITAL AGE (FALL 2018)
<input type="radio"/> C I2300350-15380201840 (FALL 2018)	C I2300-350_TEACHING LEARNING DIGITAL AGE (FALL 2018)

Search

Continue

3. CAE strongly recommends that you take the default settings, and on the next screen, simply **Jump to final step**. Importing the entire course will preserve the structure of your [Gradebook](#), and you can easily edit the course **AFTER** the import:

Include activities and resources

Include blocks

Include filters

Include calendar events

Include question bank

Include groups and groupings

Jump to final step Cancel Next

4. Your course content will be imported. Click **Continue** to go back to the course where you started, with the imported content displayed.

Import complete. Click continue to return to the course. ✕

[Continue](#)

Help Video:

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