

# Course: Import

**Import** is available when you teach the same course within a 25-month period. You can only use the **Import** process when you can still see the old course on AsULearn in a past (or current) term. If it's been more than two years since you taught it, you'll need to upload and restore the backup you hopefully made and downloaded at the time. See [Course Access and Retention](#) for more information.

## Tip!

Q: When can I use **Import** instead of the **Backup & Restore** process?

A: It is always fastest and easiest to use the Import process. But, to use Import, the course has to be available to you currently in AsULearn. That means that it cannot be more than 25 months since the beginning of the semester in which you taught it. Since courses more than two years old are removed from the server, the Import process is not available for them. Basically, if you can find the old course in AsULearn in a past term, you can import it - so long as your role in the course is **Teacher**!

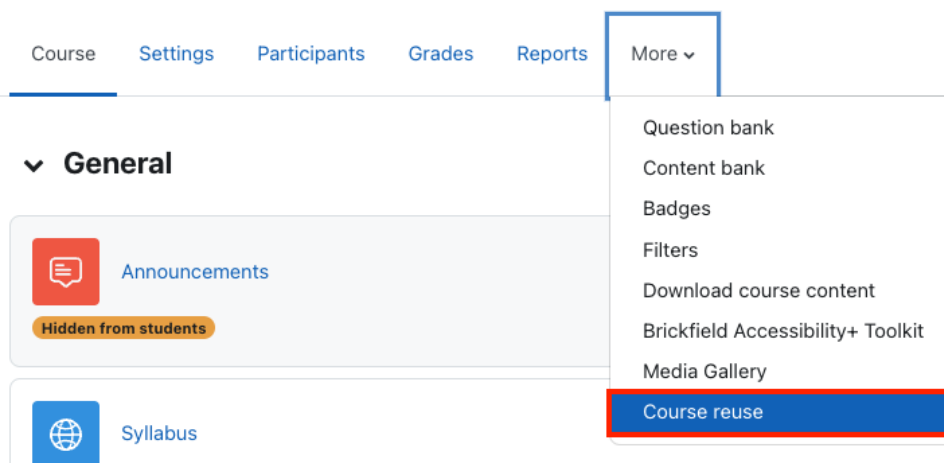
That said, you should [create and download a backup](#) of each course you teach at the end of the semester in which you taught it. That way, if there's a greater than two-year gap before you teach it again, you can [upload and restore your backup](#) in a matter of seconds and get back to work, no support ticket required!

Here's a video walkthrough on using the Import process, with step-by-step instructions following below:

## Step-by-step guide

1. Navigate to the upcoming (blank) course in AsULearn where you wish to import content. From the Course Menu along the top, click **More** and select **Course reuse** from the dropdown menu.

### MUS1005-102\_AURAL SKILLS I (SPRING 2023)



The screenshot shows the course menu for 'MUS1005-102\_AURAL SKILLS I (SPRING 2023)'. The menu items are 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The 'More' dropdown menu is open, displaying a list of options: 'Question bank', 'Content bank', 'Badges', 'Filters', 'Download course content', 'Brickfield Accessibility+ Toolkit', 'Media Gallery', and 'Course reuse'. The 'Course reuse' option is highlighted with a red box. On the left side of the menu, there is a 'General' section with a 'v' icon, and two cards: 'Announcements' (with a red speech bubble icon and a 'Hidden from students' tag) and 'Syllabus' (with a blue globe icon).

2. The Course reuse page provides you with all the options for reusing a course (import, backup, restore). To use the import process, select **Import** from the dropdown menu at the top left:



1. **Course selection** ► 2. Initial settings ► 3. Schema settings ► 4. Confirmation and review ► 5. Perform import ► 6. Complete

## Find a course to import data from:

Select a course

More than 10 courses found, showing first 10 results

	Course short name	Course full name
<input type="radio"/>	A S3000101-12204202310 (SPRING 2023)	A S3000-101_DIVERSITY IN APPALACHIA (SPRING 2023)

If you don't see the course you're looking for in the list (it's limited to 10 courses), just use the Search box at the bottom to easily find it. **TIP:** You may want to search BY TERM to find a specific version of the course you wish to import. For example, you can enter **Fall 2022** in the Search field, click **Search**, and your course list will be limited to just your Fall 2022 offerings. You can also find all available versions of a course by searching for its number, like **2300**. General terms are better than more specific ones in this case.

There are too many results, enter a more specific search.

Search courses

Search

Continue

3. Once you've found the exact course you wish to import, select its radio button and then click **Continue**:

Import ▾

1. **Course selection** ► 2. Initial settings ► 3. Schema settings ► 4. Confirmation and review ► 5. Perform import ► 6. Complete

## Find a course to import data from:

Select a course

Total courses: 4

	Course short name	Course full name
<input checked="" type="radio"/>	MUS1005101-12686202310 (SPRING 2023)	MUS1005-101_AURAL SKILLS I (SPRING 2023)
<input type="radio"/>	MUS1005102-13931202310 (SPRING 2023)	MUS1005-102_AURAL SKILLS I (SPRING 2023)
<input type="radio"/>	MUS1005103-13566202240 (FALL 2022)	MUS1005-103_AURAL SKILLS I (FALL 2022)
<input type="radio"/>	MUS1005101-14037202110 (SPRING 2021)	MUS1005-101_AURAL SKILLS I (SPRING 2021)

1005

Search

Continue



### Don't see the course you're looking for?

Check the AsULearn [Course Access and Retention](#) policy for a reminder.

4. It is strongly recommended that you take the default settings, and on the next screen, simply click **Jump to final step** - and please **only click it one time** - and wait for the process to complete. Your course may be quite large, so it may take a few minutes. Multiple clicks may result in multiple copies of your content. That said, Importing the entire course will preserve the structure of your [Gradebook](#), and you can easily edit the course AFTER the import:

☒ Include groups and groupings

☒ Include custom fields

☒ Include content bank content

☒ Include legacy course files

Jump to final step

Cancel

Next

5. 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

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