Importing Content

Each semester, a course space is created for every course offering listed in the timetable. Course sites are empty and inactive by default, allowing flexibility in case they will not be used. Instructors can import content from a previous course offering, provided they have access to the previous course site. While student data is excluded from the import process, all course materials, including resources, gradebook, and assessments, are included.

Please note: Instructors wishing to import a course taught by another instructor must obtain permission to access and import content from the previous course offering.

To import all contents from a previous offering:

1. Start by entering the current course site, where course materials will be imported from a previous offering.
2. Select "**Course Admin**".
3. Click on "**Import/ Export/ Copy Components**".
4. In the first section under "Copy Components from another course", click on the grey "**Search for offering**" button.
5. Type in the previous course offering, for example, "MCRA 2000" and then click the grey "**Search**" button.
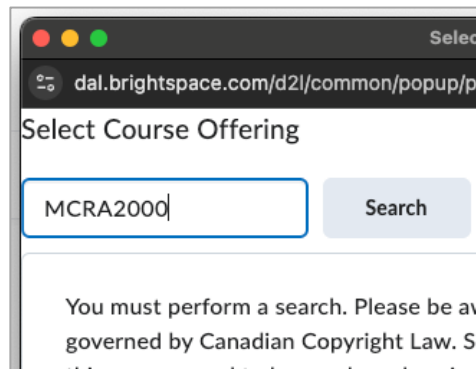
6. In the list of matches, <u>choose</u> the offering containing the contents to be imported (usually, the most recent offering), then click the blue "**Add Selected**" button.
7. To import all components, select the blue "**Copy All Components**" button.
8. When the process is complete, select the "View Content" button to see the imported course material.

Note: It is possible to import select components. If this workflow is more practical, please get in touch with etd [at] dal [dot] ca for assistance.