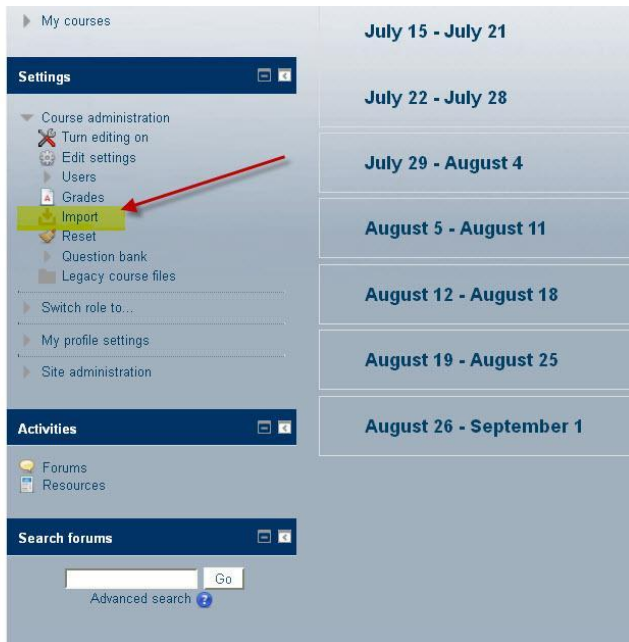


## How to Import Template (Or Select Content) Into A New Course Shell

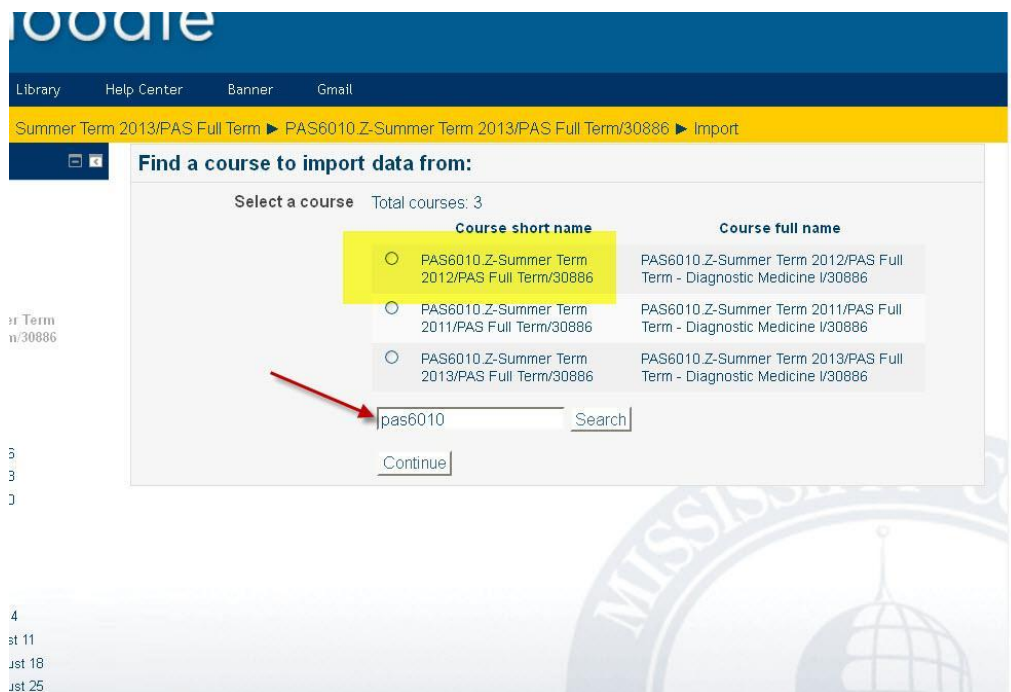
Course content, such as activities and resources, may be imported from any other course that you as the instructor has editing teacher permissions to access. This will allow you to reuse your course content (whether in part or in entirety) of a course, rather than recreating the identical course again from scratch. Here's how.



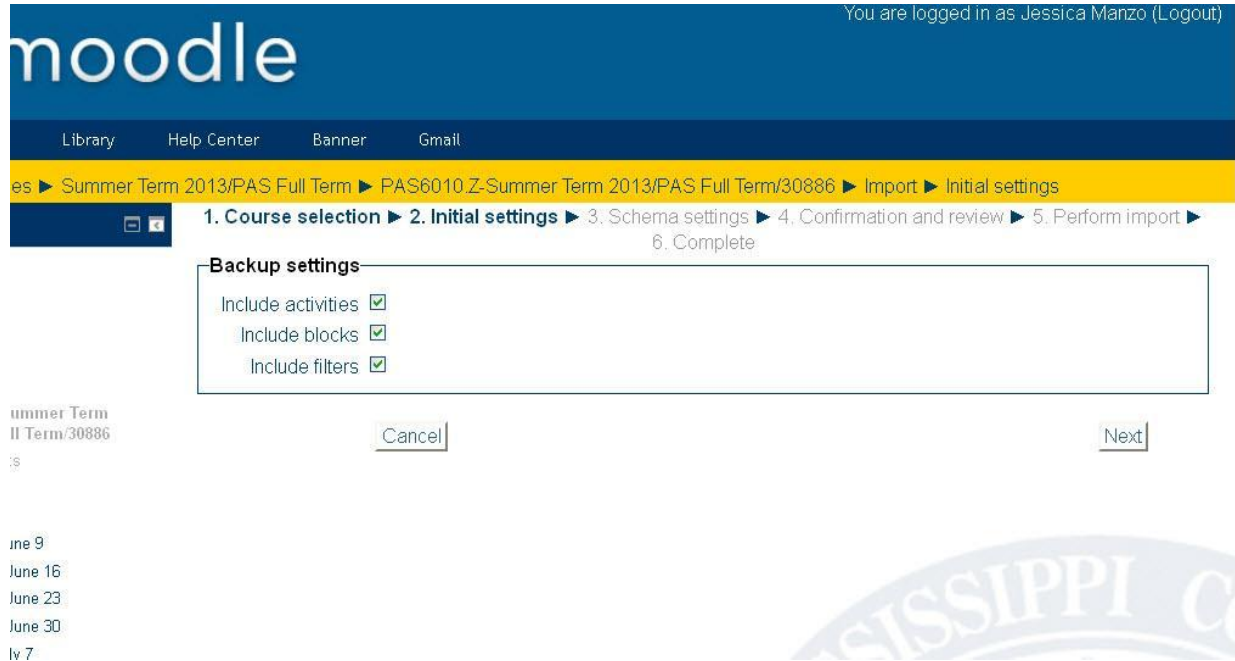
1. Click on the link to the empty course shell that needs content.

2. Select **Import** in the Settings block on the left side of your course home page shell.

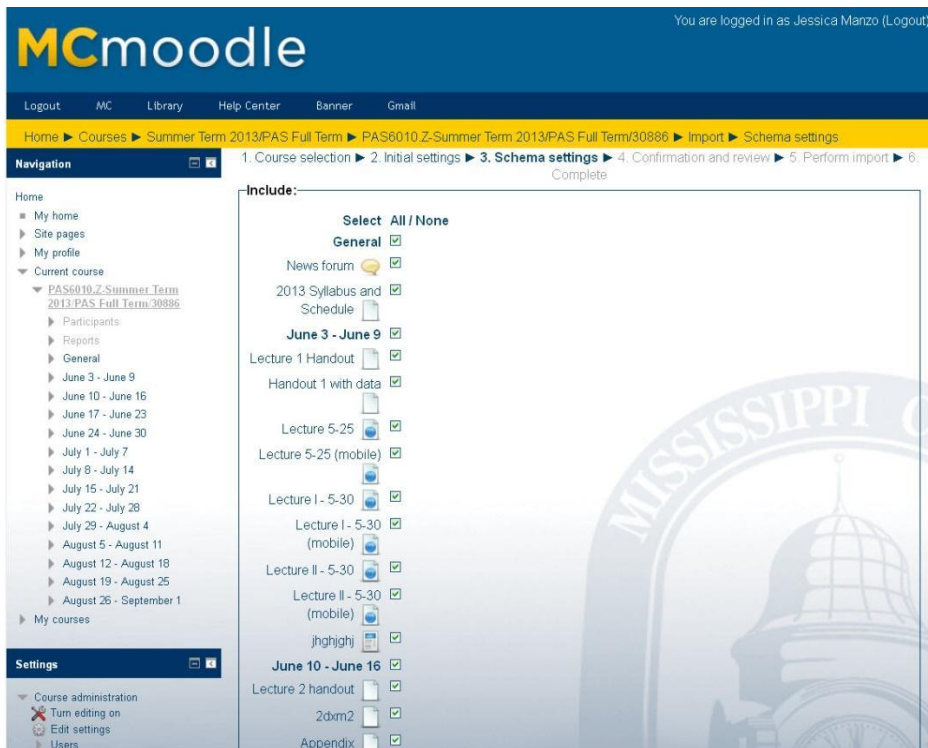
3. Select the course that has the content you need to import. If you are importing the template because you are developing a new course, search by "Template". If you do not see your course in the list, you may need to search for it. Be sure to search by either the course number with all alpha- numerics together and no space, or by CRN number, which is the 5 numbers listed at the end of the MCMoodle course name. (Example: **PAS6010** or **30886**.) Then click "Continue".



3. You are offered the option of adding all or partial content.



4. You will be given the option to add all or uncheck any content item you do not want to import. Remember that you are viewing your “old” course where the content currently resides. When you copy your content over, your course will reflect the new dates. The import does not include copying the “old” dates over.



5. Notice that as you move through the import process, there is a progress bar that lets you know in what stage of the import is in progress.

The screenshot shows the MCmoodle interface during a course import process. At the top, the 'MCmoodle' logo is displayed in white and yellow on a blue background. Below the logo is a navigation bar with links for 'Logout', 'MC', 'Library', 'Help Center', 'Banner', and 'Gmail'. A breadcrumb trail indicates the current path: 'Home > Courses > Summer Term 2013/PAS Full Term > PAS6010.Z-Summer Term 2013/PAS Full Term'. A 'Navigation' menu is open on the left, showing 'Home' with sub-items 'My home', 'Site pages', and 'My profile', and 'Current course' with a sub-item 'PAS6010.Z-Summer Term'. The main content area shows a progress bar with three steps: '1. Course selection', '2. Initial settings', and '3. Schema settings', which is highlighted in yellow. To the right of the progress bar, the word 'Completed' is partially visible. Below the progress bar, an 'Include:' section is shown with a 'Select All / None' option and a 'General' section containing three items: 'News forum' with a speech bubble icon, '2013 Syllabus and', and two checked checkboxes.

6. Continue through the process to completion.

Note: You will need to change the dates of your new course.