Import Course Materials from another course

For instructors who wish to reuse resources or activities from their previous courses.

Step-by-step guide

1. Log into LATTE
2. Select the new empty course
3. In “Administration”, under “Course utilities”, click “Import”.
4. From the list of your courses, select the course you wish to import activities from and press “Continue”.
5. You will then be given a list of components. Use the check boxes to choose the ones you wish to import.

6. The following page will show you a detailed list of activities. From the list, select the elements you wish to import. Then, scroll to the bottom and click “Next”.

7. Review your selections on the confirmation page. (Elements with green check marks will be imported, while those with red cross marks will not.)

8. If you would like to make changes, press “Previous” at the bottom of the page. Otherwise, click “Perform Import”.

Your import may take a while. Do not press other links or buttons while the import is in process.

9. Once your import is complete, you will see a success message and a button that redirects you to your course.

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