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”.

   Backup settings
   
   Include activities and resources
   Include blocks
   Include filters
   Include calendar events
   Include question bank

   Cancel  Jump to final step  Next

   Include:
   
   Select  All / None (Show type options)

   General
   Assignment 1

   January 16 - January 22
   News forum
   1

   July 16 - July 22

   July 23 - July 29

   July 30 - August 5

   asgfd

   Previous  Cancel  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.

Related Articles

- Using Turnitin through LATTE (Instructor)
- Quickmail Block
- Adding TAs and Guests
- Latte for Instructors
- Text Editing