How do I import content from my other course?

You will learn how to import content from one course to another course (within the same academic year, for example Summer 2019 to Fall 2019 or to Spring 2020). If you are teaching two sections of the same course, you can build your content in one section and then import that content into the second section.

This process is also good if you want to share your course content with another instructor; however, you will need to enroll that instructor in your course as a Teacher.

To use the Import tool to bring content from one course into another course, follow these steps.

1. Upon login to TITANium, you'll see your Dashboard.

In this example, three courses are listed. The first one (left to right) is the Sandbox course. The second already has content; the third is still empty. We will copy the content from the second course to the third.

If you want to copy a course from a previous Academic Year, you cannot use the Import tool. You need to use the Backup and Restore tools.

This guide has been updated for TITANium 2019-2020.
2. Click on the empty course
3. Click on the Gear icon.

4. Click on Import.
5. Select the name of the course from which you want to import content.

This is your original course where you have built up your instructional content.

I don't see my course listed.

5.1. Type part of the name of your desired course in the Search field.
5.2. Select the desired course.

6. Click on Continue.

7. Decide on the elements you want to import.

The Import tool does not delete any content from the destination course. It only adds content from the source course. The exceptions being course settings, like filters, groups, groupings, etc.

Include activities and resources, if checked, will copy all of the files, links, quizzes, assignments, the gradebook, etc.

Include blocks, if checked, will copy the blocks.
Include filters, if checked, will copy settings for course-level filters, such as MathJax, Multimedia plugins, Algebra notation, TeX notation and Activity names auto-linking.

Include calendar events, if checked, will copy custom calendar events which you have created in the source course.

Include question bank, if checked, will copy all of the questions in the question bank, if there are any.

Include groups and groupings, if checked, will copy groups and groupings settings.

Include competencies, if checked, will copy the competency settings.
I want to copy all course content.

1. **Click on Jump to final step.**

![Jump to final step button]

2. **Click on Continue.**

![Import complete confirmation]

3. **The Content has now been copied into the destination course.**

💡 You will need to do a little clean up work. For example, note below that the **Announcements** forum is now listed twice - the original one and the copied one.

Also, any **External tool activities**, like Turnitin, Course Attendance, Zoom, VitalSource, etc. will need to be redone/relinked.

Any **role renaming** will also have to be redone.
I want to copy some course content but not all.

1. **Decide on the elements you want to import.**

   - The **Import** tool does not delete any content from the destination course. It only adds content from the source course. The exceptions being course settings, like filters, groups, groupings, etc.
   - **Include activities and resources**, if checked, will copy all of the files, links, quizzes, assignments, the gradebook, etc.
   - **Include blocks**, if checked, will copy the blocks.
   - **Include filters**, if checked, will copy settings for course-level filters, such as MathJax, Multimedia plugins, Algebra notation, TeX notation and Activity names auto-linking.
Include calendar events, if checked, will copy custom calendar events which you have created in the source course.

Include question bank, if checked, will copy all of the questions in the question bank, if there are any.

Include groups and groupings, if checked, will copy groups and groupings settings.

Include competencies, if checked, will copy the competency settings.
2. Click on Next.

3. Deselect the elements you do not want to import.

In this case, **Announcements** forum is not selected because it is by default created in every new course. If Announcements forum is selected, then you will have two Announcements forums. The **Import** tool does not delete resources or activities; it only adds them.
4. Scroll down and click on Next.

5. Scroll down the page and click on Perform import.

The Schema settings confirmation step allows you to review and verify the content designated for import.
6. **The process bar will animate.**

It may take a few minutes to import the content. It will depend upon the amount of content and the size of any files (such as MP4 video, PDF, PPTX, etc.) being copied.

7. **Click on Continue.**

8. **The Content has now been copied into the destination course.**

⚠️ **You will need to do a little clean up work.**

For example, any External tool activities, like Turnitin, Course Attendance, Zoom, VitalSource, etc. will need to be redone.
Article Summary

You have now learned how to use the **Import** tool to copy content from one course section to another.