

Why Do This

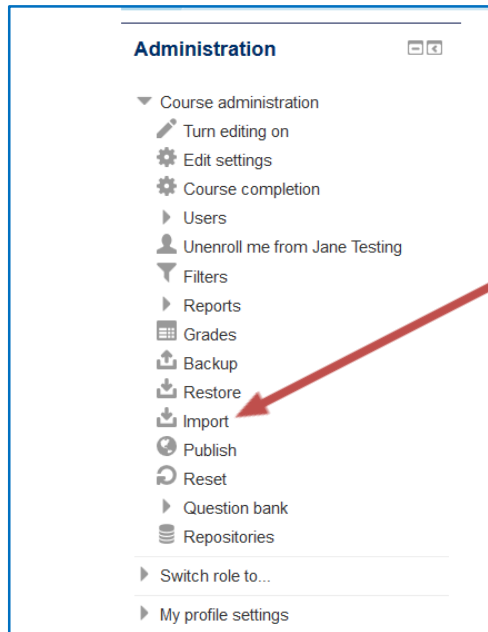
You can transfer content from one Cougar Course to another if you teach multiple sections of a course during a single semester or within the same Academic Year. If you are reusing a course from the **same** academic year, for example, Fall 2015 to Spring 2016, you should use the import process described below.

To move content from an archived (previous) academic year to the current academic year, you need to use the backup and restore process described in the documents: "Backup/Restore Courses from Previous Academic Year to New Course."

Before you Start

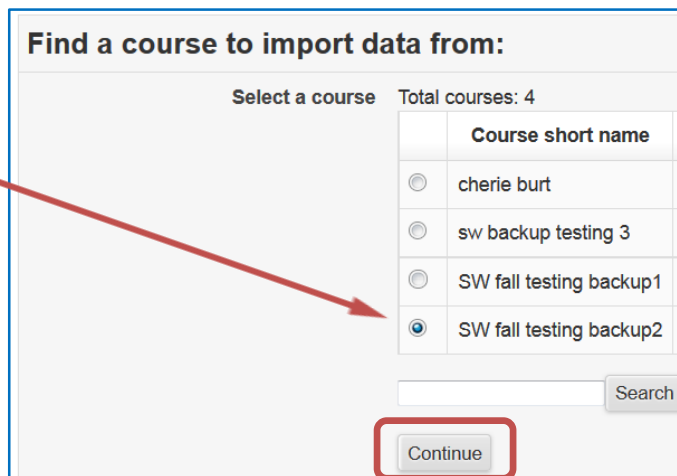
Identify any Turnitin assignments. These should not be included in the import as they must be recreated each semester.

1. **Log on** to Cougar Course.
2. Go to **My Home** and select the name of the **course you want to bring content into**.
3. In the **Administration** block, select **Import**.



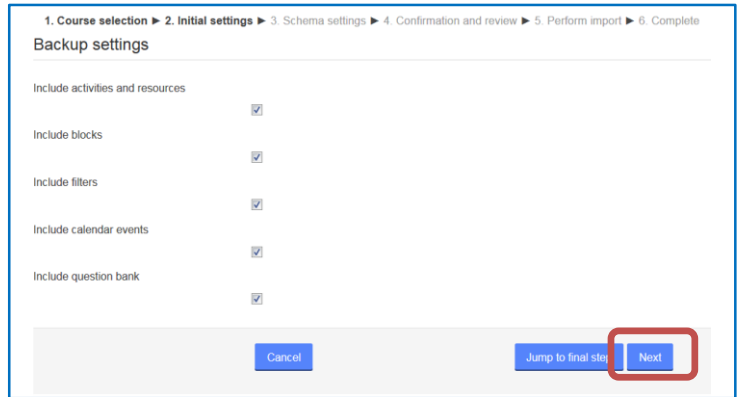
You will see a window with a list of your courses that are available for import into your course.

4. Click the **radio button** in front of the course you wish to import. (The course that has the content that you want.)
5. Click **Continue**.



6. In the *Backup settings* window, click **Next**.

Note: You may choose to deselect the question bank. Doing so will prevent the ability to import quizzes.



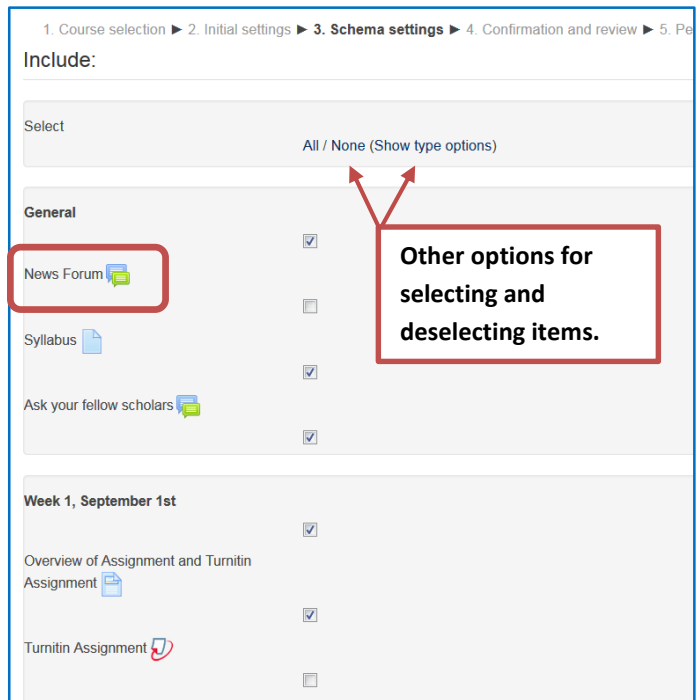
7. In the *Schema settings* window, review all your course content. Click in the checkboxes to deselect:

- The News forum.
- All Turnitin assignments.
- Any topics or content you do not want to import into your new course.

8. Scroll to the bottom and click **Next**.

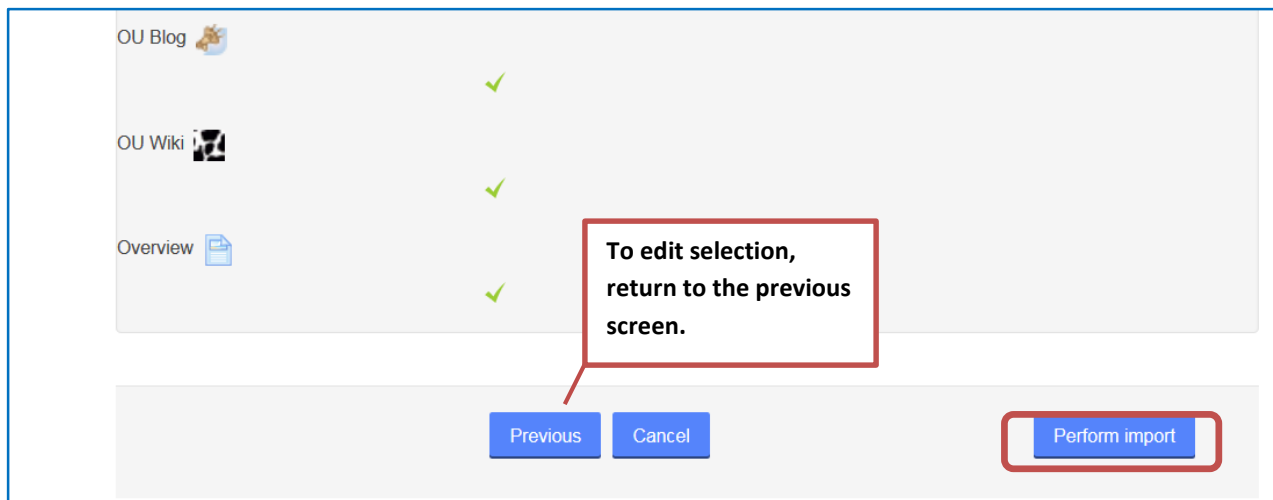
Note:

- You may use the **Show type options** to deselect specific types of activities, such as URLs.
- You may choose **None** if you are targeting a few particular items for import.



9. In the *Confirmation and review* window, review the list of included items, identified with a ✓

10. Scroll to the bottom and click **Perform import** or, to edit your selections, click Previous.



11. Time to import will vary according to your course size. Once the import is complete, click **Continue**.

Import complete. Click continue to return to the course.

Continue