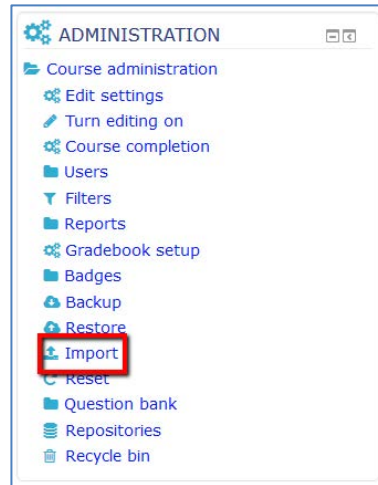


Why Do This

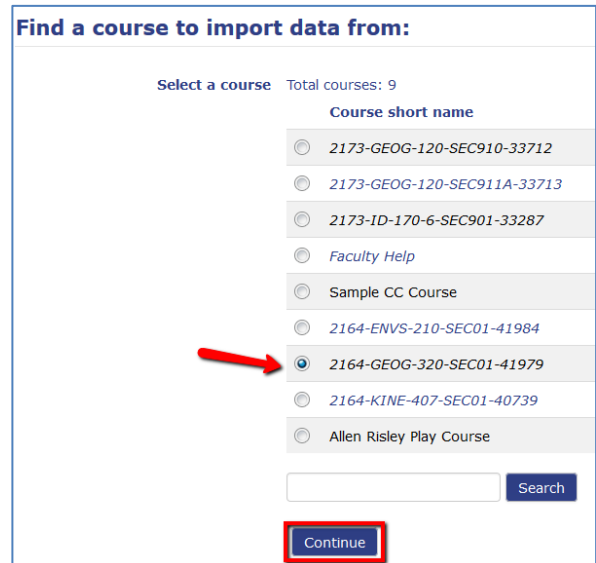
You can transfer content from one Cougar Course to another when both courses are available to you from your MyCourses link. If you teach multiple sections of a course during a single semester or the courses are both within the same Academic Year. If you must go to the Previous Courses link to locate the “old” course you want to reuse, you need to use the Backup/Restore process to bring the content over to the server containing your new course.

1. **Log on** to Cougar Courses.
2. Go to **My courses** and select **the course you want to bring content into** (Your new course).
3. In the **Administration** block, select **Import**.



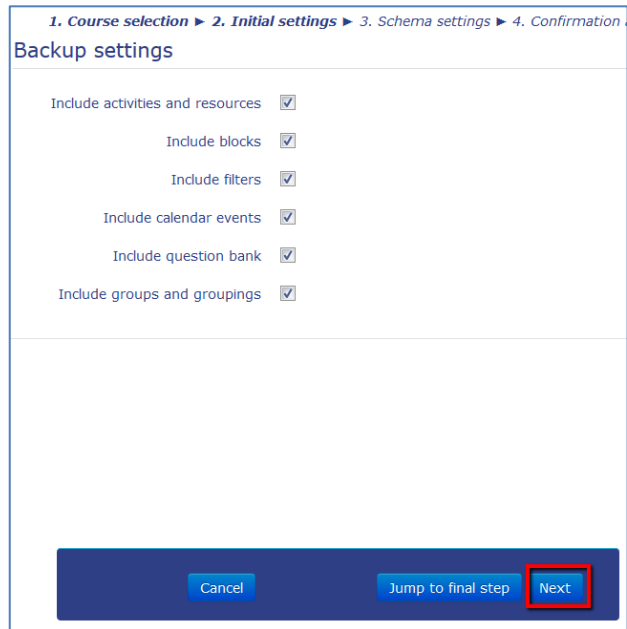
You will see a window with a list of your courses that are available for import into your course.

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:

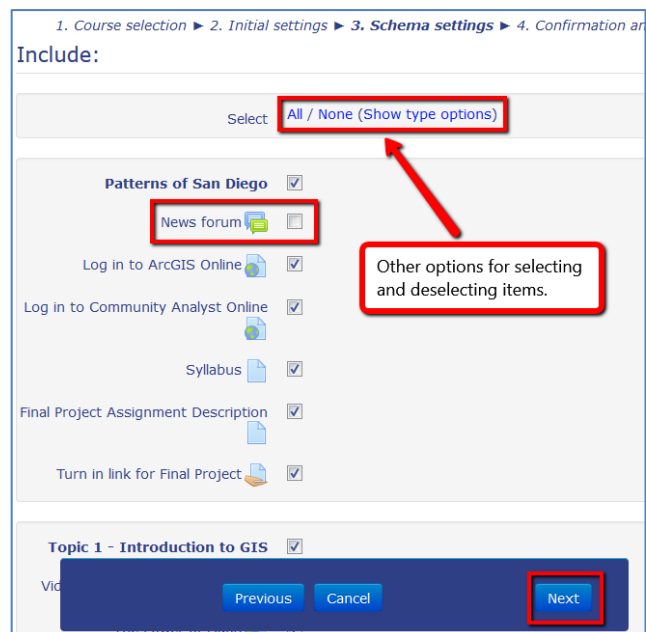
- The News forum/Announcements.
- Any topics or content you do not want to import into your new course.

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

Note:

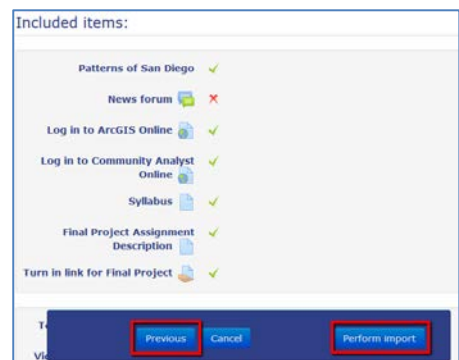
- You may use the **Show type options** to deselect specific types of activities, such as URLs.
- You may choose **None** if you are targeting a few particular items for import.

Note, you must click the topic name in order to select any items within that topic.



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

10. At the bottom of the screen 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**.

