

Import or transfer a course

Last Modified on 05/28/2025 10:17 am CDT

To import a course from a prior term or a sandbox course.

1. Open the course that you want to import from and copy the Short Name of the Course exactly as it is listed or use just the 5 digit CRN (Course Record Number). To find the short name of the course Select the gear icon in the course banner > Edit settings > copy the Short Name. The CRN is located in Banner or in the Moodle Course Name.
 2. Open course shell you want the content moved to; then turn editing on.
 3. Delete the Announcement activity, turn editing off.
 4. Select the gear icon from the Course Banner > Import.
 5. Scroll down to the Search bar > Type the Short Name for the course -or- just the 5 digits of the CRN > Select Continue.
 6. Follow the instructions to select the activities you want to transfer.
 7. Once the course has been imported, return to the course dashboard and verify that activities imported, and begin modifying activity dates.
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