

Importing content from another course

1. First, switch to the course into which you want to copy activities or work materials
2. Click on the *More* (**fig. 1.1**) tab and then on *Course reuse* (**fig. 1.2**)
3. Select *Import* from the drop-down menu in the top left corner (**fig. 2.3**)
4. Now select the „source course“ from the list of your courses (**fig. 2.4**) from which you want to import activities. Then click *Next* (**Abb. 2.5**)
5. Use the checkboxes to select the elements you want to transfer from the old course (**Abb. 3.6**). Then click *Next* (**Abb. 3.7**)
6. Now you can select which activity or material you would like to copy explicitly into your course. To do this, it is best to first deactivate the preselection by clicking on *All* (**Abb. 4.8**). Then make your selection using the checkboxes. You can select individual activities or entire sections, including their materials. To select individual materials/activities from a section (**Abb. 4.10**), you must first activate the higher-level section itself (**Abb. 4.9**). Finally, click again on *Next*
7. Check your selection. If you do not want to make any more changes, click on *Import* at the bottom of the page. Depending on the size of the course and the number of elements to be imported, the import process may take a little longer. Once the import has been successfully completed, you will receive a message and will be taken back to your course by clicking on *Continue*
8. Finally, check whether any imported course elements need to be updated (e.g. submission deadlines or access periods).



Abb. 1: Copy course content steps 1-2



Abb. 2: Copy course content steps 3-4



Abb. 3: Copy course content steps 5-6



Abb. 4: Copy course content steps 7-9

Die Entwicklung erfolgte durch Mitarbeitende des Leuphana Lehrservice (lehrservice@leuphana.de)



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