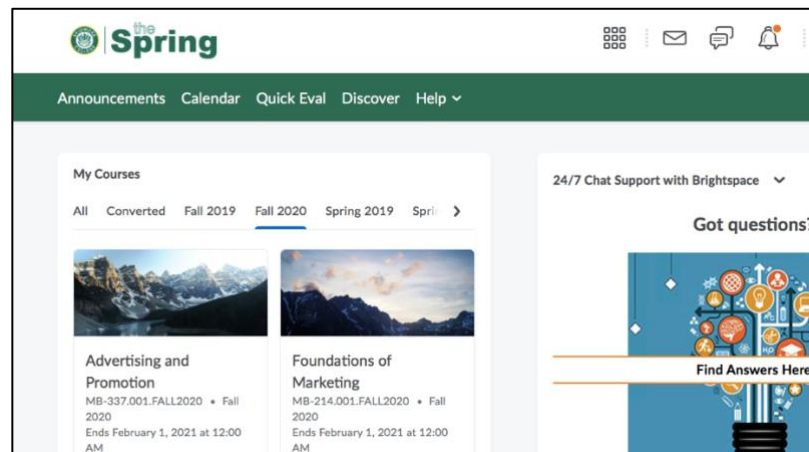


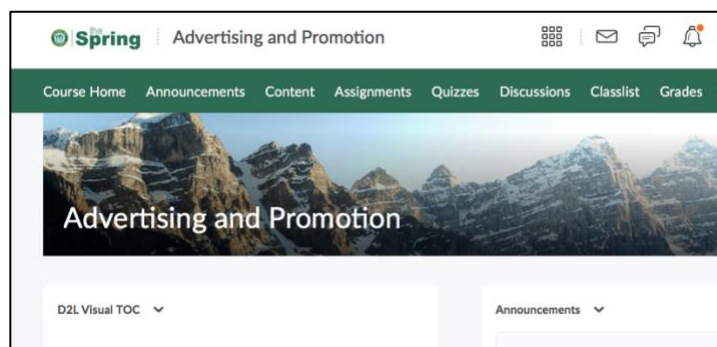
Importing Course Content

Prior to the start of each semester, course shells are automatically generated for all the courses on the master schedule. It is our standard practice to maintain five years-worth of courses within the system, so that faculty can easily reuse content from year to year. Below are instructions on how you can migrate course content on your own, however, if you need assistance, LEDES staff are available to help.

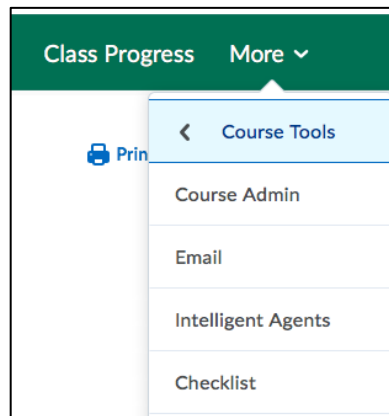
1. Once logged into theSpring, under **My Courses**, you will see a series of categories from previous and current semesters. If the course you want to import content into is for Fall 2020, and you do not see the course listed, click on Fall2020 to view only the courses for that semester. **Note:** *When copying prior content, you will always go into the course that you want to copy content into.*



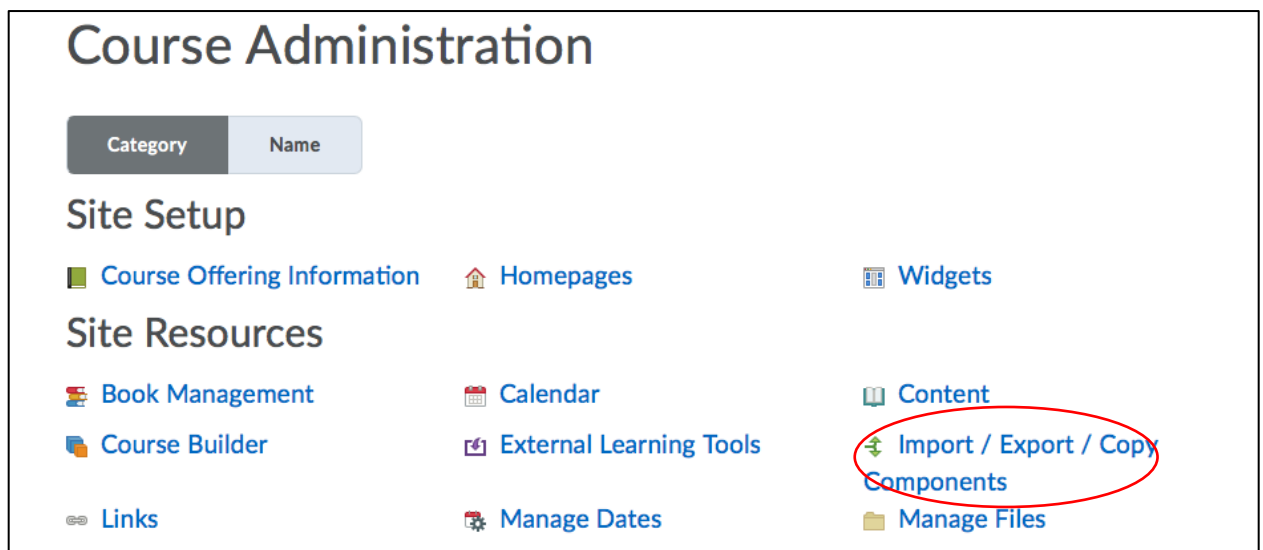
2. Click on the course you want to import content into. For this example, content will be imported from MB-337.001.FALL2019 into MB-337.001.FALL2020. You will then see something like this:



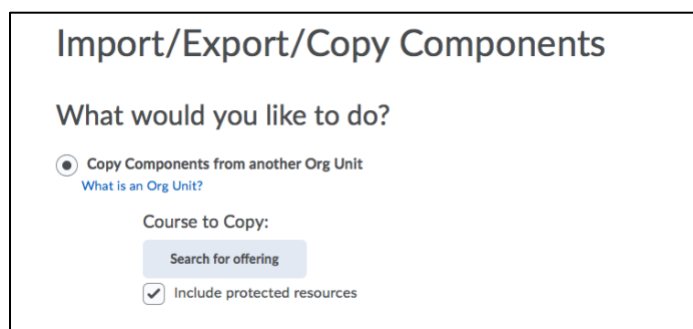
3. Click on **More**, select **Course Tools**, and then select **Course Admin**.



4. From **Course Administration**, select **Import / Export / Copy Components**.



5. Next, select **Copy Components** from another Org Unit. (In this case the Org Unit is the academic department.) Check the box to Include protected resources, and click on **Search for offering**.



6. In the **Search Box** under **Select Course Offering**, enter the first few characters of the course ID (For example: MB-337), and either click on the magnifying glass or hit the enter key. A list of your courses will appear as below. (**Note: All 5 prior years may not appear at this point. LEDS is still in the process of importing that content into the system.**) In this example, content from Fall2019 is being imported into MB-337 for Fall2020. Click on **Add Selected**.

Select Course Offering

🔍 Show Search Options

3 Search Results [Clear Search](#)

	Offering Code ▲	Offering Name	Department	Semester
<input checked="" type="radio"/>	MB-337.001.Fall2019	Advertising and Promotion	Brightspace Courses*	Fall 2019
<input type="radio"/>	MB-337.001.Spring2019	Advertising and Promotion	Brightspace Courses*	Spring 2019
<input type="radio"/>	MB-337.001.Spring2020	Advertising and Promotion	Brightspace Courses*	Spring 2020

20 per page ▼

Add Selected
Close

7. Confirm that you want to **Copy All Components**.

Import/Export/Copy Components

What would you like to do?

Copy Components from another Org Unit
What is an Org Unit?

Course to Copy:
 Advertising and Promotion ✕

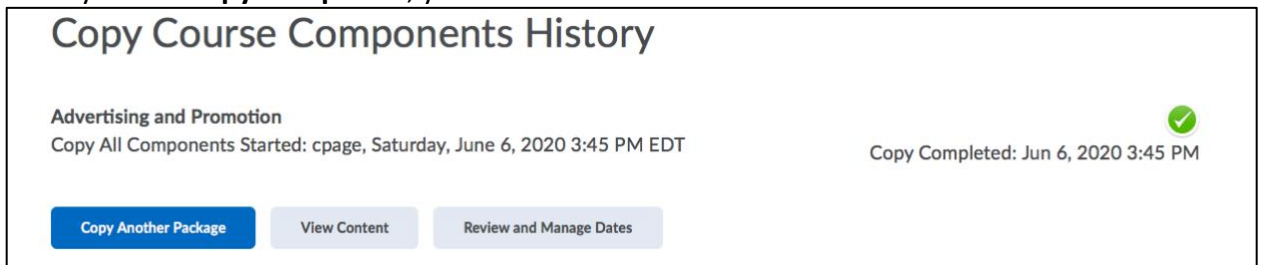
Include protected resources

Copy Components from Parent Template
What is a Parent Template?

Include protected resources

Copy All Components
Select Components

8. The **Copy Course Components History** appears, and you will see the process running. Once you see **Copy Completed**, you can click to **View Content**.



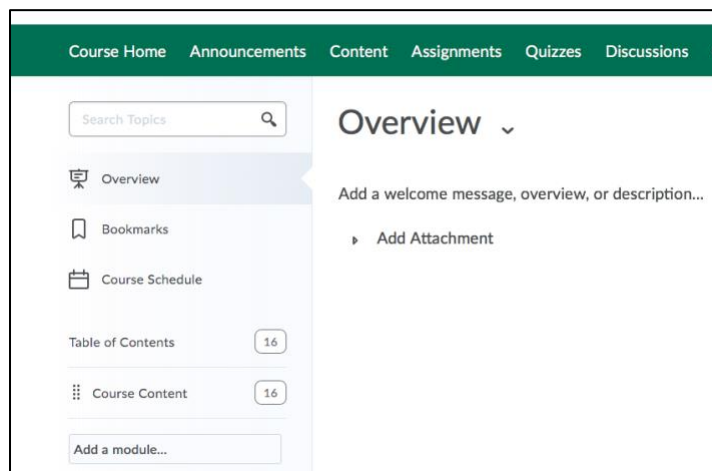
Copy Course Components History

Advertising and Promotion
Copy All Components Started: cpage, Saturday, June 6, 2020 3:45 PM EDT

Copy Completed: Jun 6, 2020 3:45 PM

Copy Another Package View Content Review and Manage Dates

9. If you end up on the Overview page of your new course, don't panic if you don't see anything immediately. Your course content can be found in the **Table of Contents**, under **Course Content**.



Course Home Announcements Content Assignments Quizzes Discussions

Search Topics

Overview

Bookmarks

Course Schedule

Table of Contents 16

Course Content 16

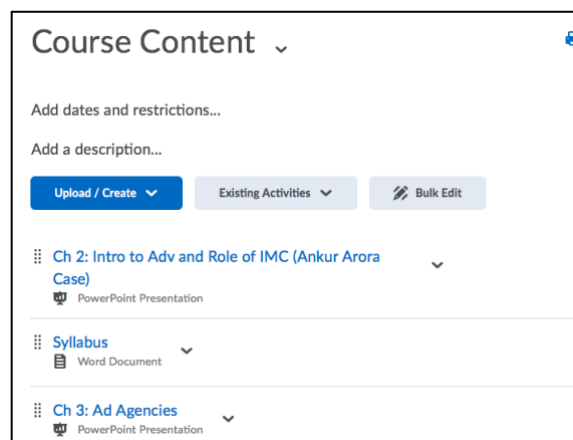
Add a module...

Overview

Add a welcome message, overview, or description...

Add Attachment

10. Now that your content is migrated, you're ready for the next step of updating and organizing your course contents!



Course Content

Add dates and restrictions...

Add a description...

Upload / Create Existing Activities Bulk Edit

Ch 2: Intro to Adv and Role of IMC (Ankur Arora Case)
PowerPoint Presentation

Syllabus
Word Document

Ch 3: Ad Agencies
PowerPoint Presentation