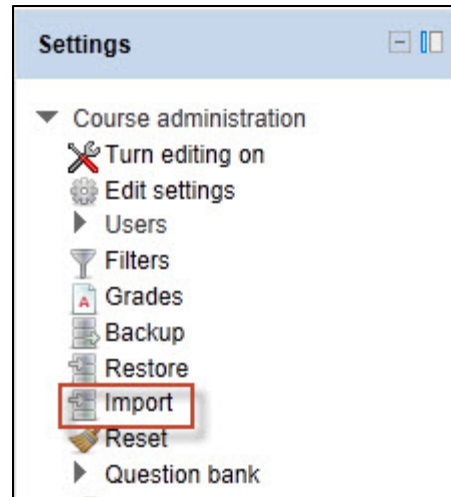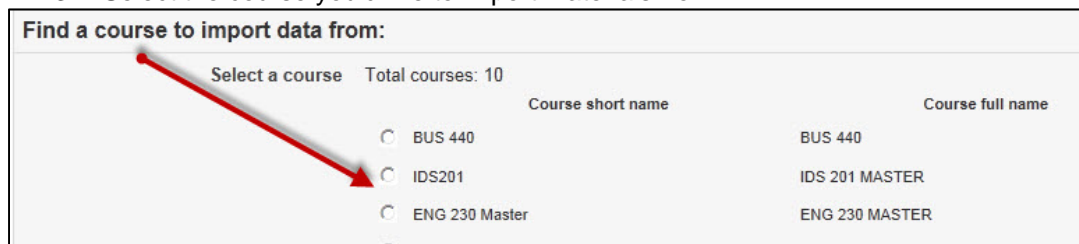## IMPORTING COURSE CONTENT FROM A PREVIOUS TERM

Once you are entered into PowerCampus as instructor as of record, a blank course shell is automatically created for you in Marian Online. You may place materials into the course, import your course materials from a previous course, or a combination of these two things. You may complete the import process any time after your new course appears in your course list. You do not need to wait until the new semester begins. Here is how:

1. Enter the **new, blank course**.
2. From the **Settings** block, click the **Import** link.

3. Select the course you'd like to import materials from.

Note: if you do not see your desired course in the list, use the Search box to find your course. The secret to the search is using a SPACE in your course name. ie: GEN 101 instead of GEN101.

4. Click the **Continue** button.
5. Leave all three boxes checked on the next screen and click the **Next** button.

   The next screen defaults to selecting every item in the "old" course. You may choose to remove the check from any content you do not wish to bring over into the "new" course.

NOTE: If you select **any** test or quiz, the questions for **ALL** quizzes/tests will automatically be imported.

6. Click the **Next** button at the bottom of the screen.
7. Click the **Perform Import** button at the bottom of the next screen. Please be patient here, sometimes this can take quite some time.

NOTE: NEVER run the import twice for one course unless you're sure the content is not there. Even if the import appeared to fail the first time DO NOT import again right away. This may cause duplication of data that there is no easy way to remove. Wait several hours if you think there was a problem to see if the content appears in your course before trying the import again.

8. When the **Import Complete** message is displayed, click the **Continue** button.
9. Your course materials are now in your new course. You will now need to modify due dates and make any necessary updates.