

Moving content to MyCourses



The teacher can copy (import) contents or parts of it from his/her own course workspace.

For every course, a new course workspace is created automatically based on Oodi information.



Do not reuse course workspaces.

- 1 [Importing contents from one workspace to another \(e.g. from a sandbox or previous course\)](#)
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Importing contents from one workspace to another (e.g. from a sandbox or previous course)

MyCourses import -function can be used to copy your previous course as a new template or import your MyCourses sandbox workspace content (or parts of it) to your actual course workspace.

To edit your course, you can import content from your old course first to your sandbox workspace.

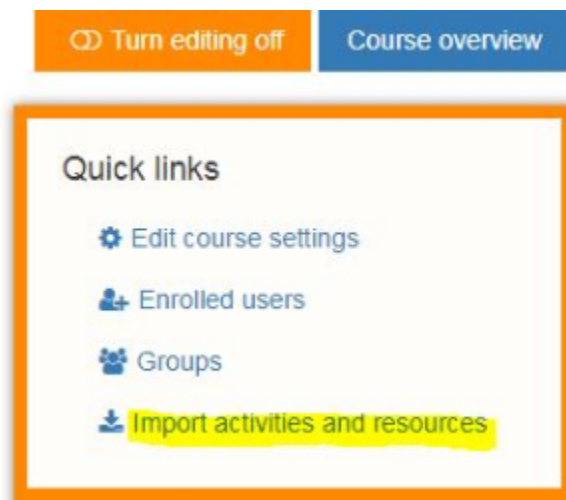
Order a sandbox here: <https://www.webropolsurveys.com/S/29F4A411B77331CE.par>

1. Go to your workspace you want to import content to.
2. Add sections to your workspace.
If you need more than 4 sections (default): On course Home page, open the gear in upper right corner Edit settings Course format Number of sections.

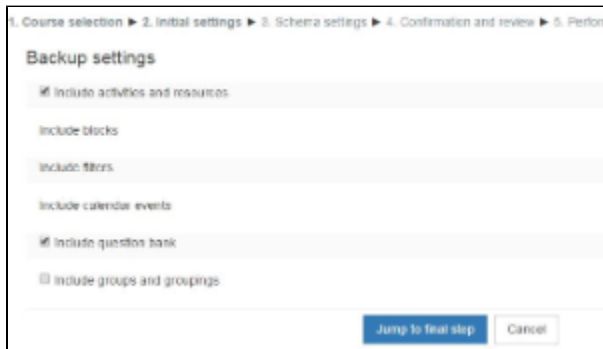
The number of sections should match between the workspaces (the new one and the one you are importing contents from) if you want to keep the imported structure intact.



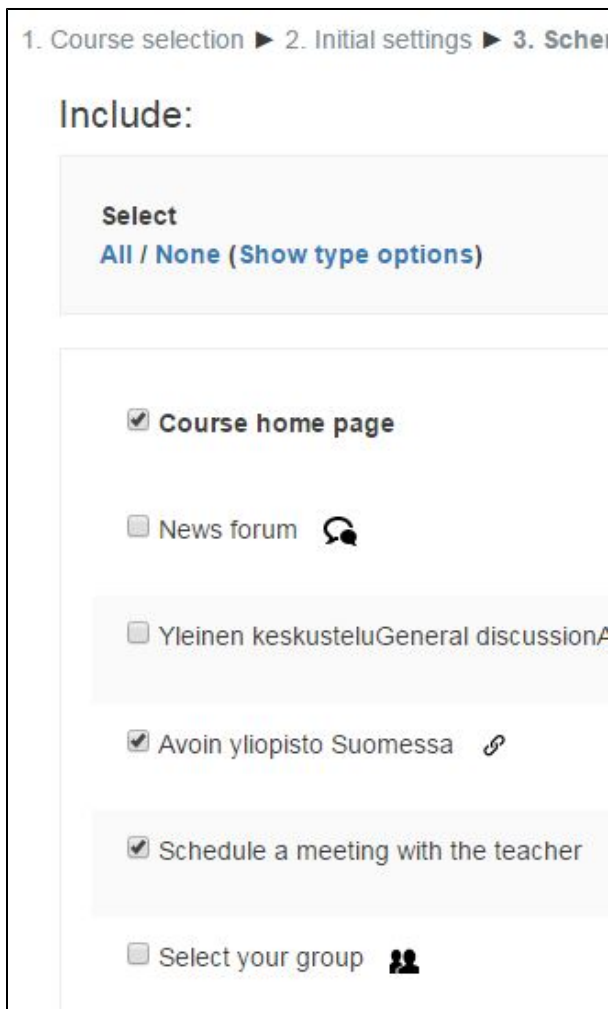
3. Turn Editing on to see the Quick links panel. Click *Import activities and resources*.



4. You see a list of your workspaces. Choose the workspace you want imported Continue
5. Backup settings: Choose at least 'Include activities and recourses' Choose 'Include groups and grouping' if you have made your own groups or grouping (it doesn't import users). Next



6. Choose the sections, activities, and resources you want to include. Next
 Note: do not include News forum / Announcements and General discussion



7. Review that your selections are correct. Next
 8. Perform import
 9. Check how your workspace looks as a non-logged in user, to make sure that your visibility settings are suitable for your needs.
 10. Edit names of the first 4 sections, if needed (they are not imported but you see the template names).

Video instructions: Import activities and resources

<p>Import activities and resources</p>

