# Copying Content from One eCourses Section to Another

***Before importing content, there are 3 important things to note:***

- Importing transfers activities and resources only. Student-related data is not imported. If you want student data transferred, please contact the Office of Distance Learning (ODL).
- The system will attempt to place content into the destination course in the same Week or Topic that contained it in the original course. For this reason, you want to make sure that the destination course has as many or more Weeks/Topics as the original course. If the destination course has fewer Weeks/Topics, the content may not copy correctly.
- If importing all of the content from one course to another, be aware that the Week/Topic summaries DO NOT transfer. If you want the Topic or Week summaries in the destination course to match the original course, you will have to re-type them.

The steps to copy content from one section to another within eCourses are outlined below:

1.  Go to the destination course section and click the "**Import**" link from the Settings block (see figure below)
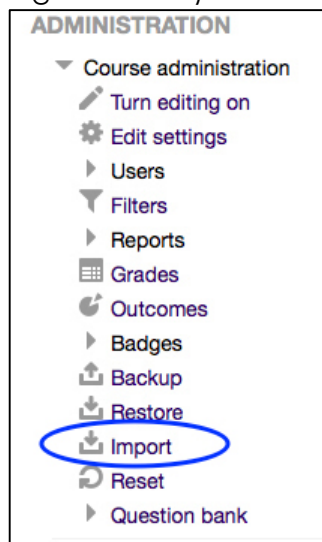


2.  On the course selection page, select the radio button next to the course containing the content you want to copy (see figure below).



      i.  If the course is not shown in the list or there are too many results, use the [      ] Search for a more specific search.

3.  Click the [ Continue ] button.

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4. On the "**Initial Settings**" page, check the settings to be included in the backup. Click the `Next` button.



5. On the "**Schema Settings**" page, check only the item(s) you want to copy to the destination course. ***Note:*** The system may check everything by default, in which case all of the content will be copied. If you only want specific items, uncheck everything accept the item(s) you want to copy to the new location. To speed up the process, you can check (or uncheck) entire topics containing items that you wish to import (see image to the right).



6. After selecting only the items you want to copy, scroll down to the bottom of the page and click the `Next` button.

7. The "**Confirmation and Review**" page allows you to ensure that all items you wish to import were selected. If all items are correct, click the `Perform import` button.

8. Depending on the amount of content being copied, the next page may take a few seconds to a few minutes to load as it completes the import process. When you see the: "**Import complete! Continue to your course**" message, click the `Continue` button.

9. You will return to the destination course. The copied content will appear in the same Topic (or Week) where it resided in the source course. If the content is a quiz, it may be grayed out (hidden from students). If the content was hidden in the source course, it will be hidden in the new location. If that is the case, you can modify the settings as necessary before making it visible to students.