LEARNING DESIGN & TECHNOLOGY

Importing Content into an AKO | LEARN Site

The import function allows you to import content from a previously taught course into your new AKO | LEARN site. (If there are multiple instructors in a course, this should only be done by one person, preferably the course coordinator or a designee.)

To import content, first log into AKO | LEARN. Select the new course (this is the empty course shell) from your list of courses.

NOTE: *Your courses are listed on the Dashboard. As you are looking for courses that are being offered in a future semester, sort the course list by "Future" courses to quickly find these courses.*

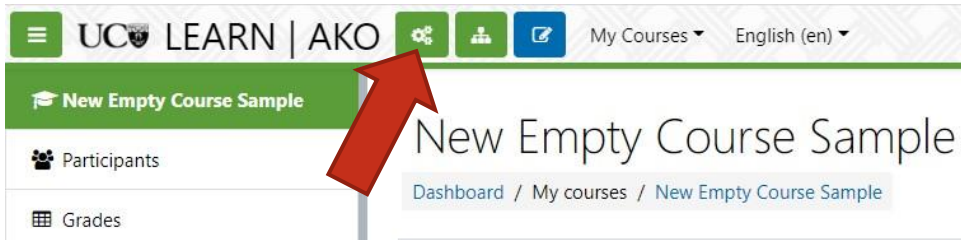Now that you see your new courses, select one from the list to perform the import.

NOTE: *If you do not see the course you are looking for, it is likely because you are not listed as an instructor for this course in the Course Information System (CIS). As AKO | LEARN pulls its data from the CIS, the information in the CIS must be correct!*

Once in your new course, follow the steps on the next page to import the content that you want from a previous course offering.

LEARNING DESIGN & TECHNOLOGY

Importing Content into an AKO | LEARN Site

STEP 1: Click on the **Course Settings** icon.

STEP 2: From the **Course Settings** column, select "**Import**".

STEP 3: Select the course from which you would like the content imported.* (If you have a lot of choices, you may use the search box at the bottom of the page to enter the course name.) Click "**Continue**".

Find a course to import data from:

Select a course

More than 10 courses found, showing first 10 results

Course short name	Course full name
○ LEARN	AKO	LEARN

*To import content from a course, you must be listed as a teacher in that course. If you taught the course before, you will see it. If not, you will first need to be added as a teacher into that course.

Continue

STEP 4: Under Import Settings, you can leave all boxes ticked. (You may not want to import calendar events as this course will have different dates.) Click "**Next**".

☑ Include activities and resources

☑ Include blocks

☑ Include files

☑ Include filters

☐ Include calendar events

☑ Include question bank

☑ Include groups and groupings

☑ Include custom fields

☑ Include content bank content

| Jump to final step | Cancel | Next |

STEP 5: Deselect any items (such as announcements or other term specific content) that you do not want to import. Click "**Next**".

Next

STEP 6: Confirm your choices. The resources with the green tick next to them are the ones you have selected to copy. Click "**Perform Import**".

Perform import

Depending on the size of your course, this may take several minutes.