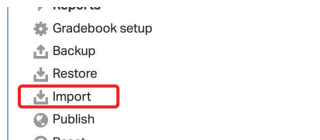


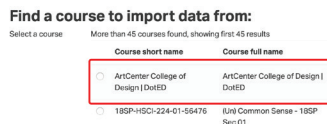
Importing Content

Importing content from a previous **DotED** term can save a great deal of preparation time. All assignments, resources, and activities can be imported over in a few minutes. Once that's done, simply update the due dates and other time sensitive aspects of the course and you're ready for the new term.

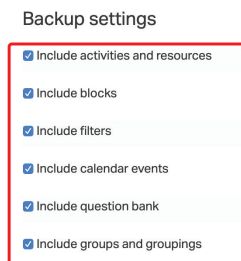
- a. Press the **Import** link located under **Course Administration** in the sidebar.



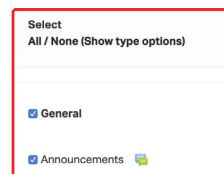
- b. Select the course that you would like to import content from and press **Continue**.



- c. Select the elements that you would like to import and press **Next**.



- d. Select the **Resources and Activities** that you would like to import. All content is everything is preselected but you can press **Select None** then check the files manually as well. Scroll down to the bottom of the page and press **Next** when you are done.



- e. Confirm that all content that you selected is listed for import then scroll to the bottom of the page and press **Perform Import**.