By default, the (new) course shell is set up with 10 topics.

Check the old course/template for the number of topics or weeks that is set and, make the necessary change in your new course shell. Access the old course/template, look for the Administration block, and click on Settings. Scroll down the page and check the format listed.

If the old course/template has less than 10 topics, it is okay to leave your new course as it is (10 topics) and make the change later since you may want to add your contents.

Note the name of the old course/template. Sometimes, your previous course may have a full name that is similar to your current empty course shell. For example, if your new course shell is named Intro to Biology – sec 02, and you have also taught Intro to Biology – sec 02 last semester, add a notation or a term ID to the name so that you will select this particular course from which to import the contents. If you are importing from a template, the course itself has the TEMPLATE notation in its course name.
**Ready to import data to your (new) empty course shell?**

Access your current course, click **Import** via the **Administration** block, and select your old course or template course from the dropdown menu. In this example, we will select the **United States History 202 - TEMPLATE**

Once the course has been selected, click the **Use this course** button.

Scroll down the page to look through the items that have been selected for the import process. You may uncheck items that you do not need imported to the new course shell. Click the **Continue** button.
The import process will now begin… click the **Continue** button.

Click the **Continue** button.

Click the **Continue** button.
Click the **Continue** button.

The contents have now been imported into the new course shell.

**Now what?**

There are now 2 News Forum items listed. Delete one.

Check the items and the availability dates for quizzes and assignments.

Edit the topic summary and add your own name or simply remove what has been listed.