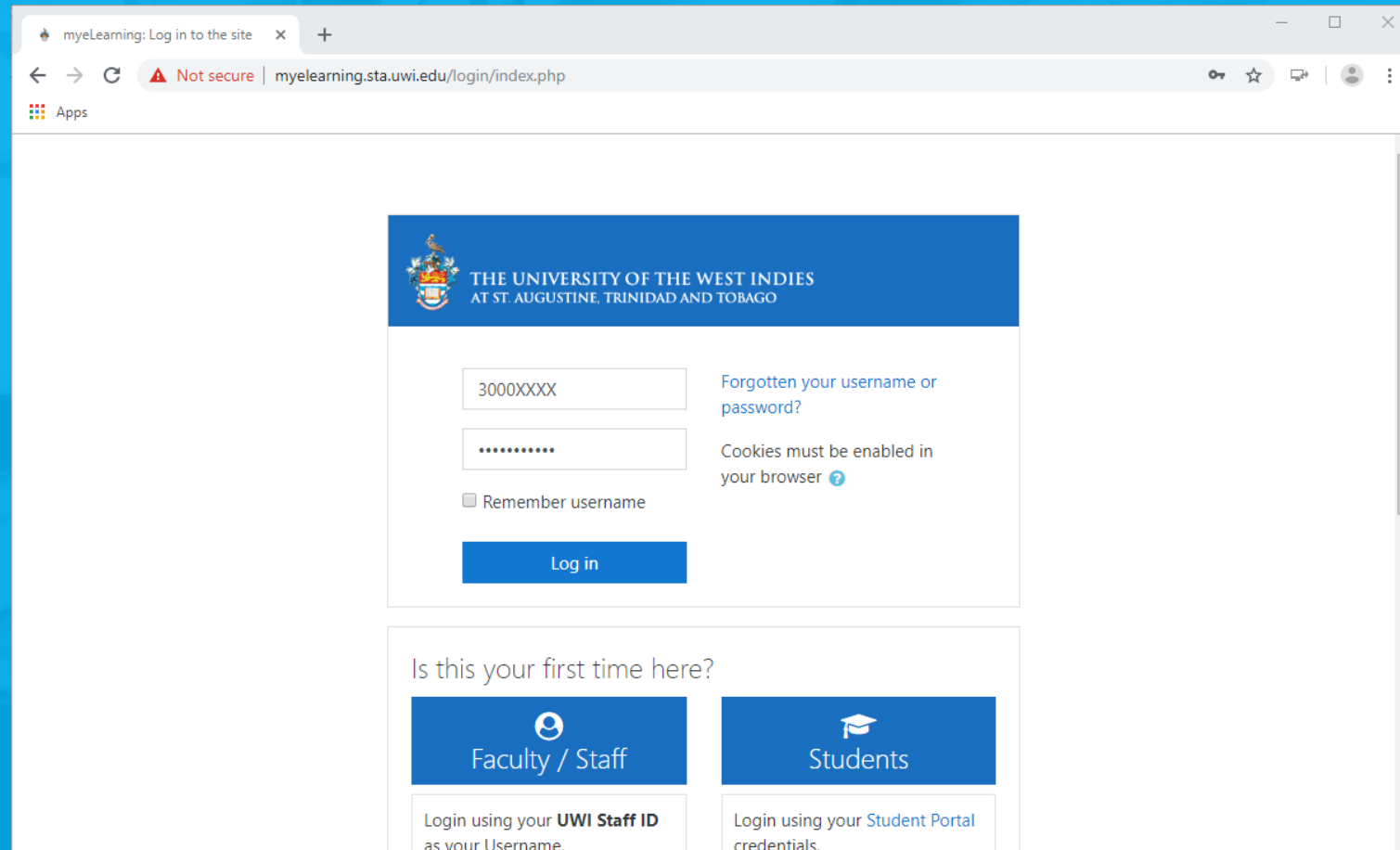




Importing Course Content into a New Course Shell

Step 1

Login to your myeLearning account.

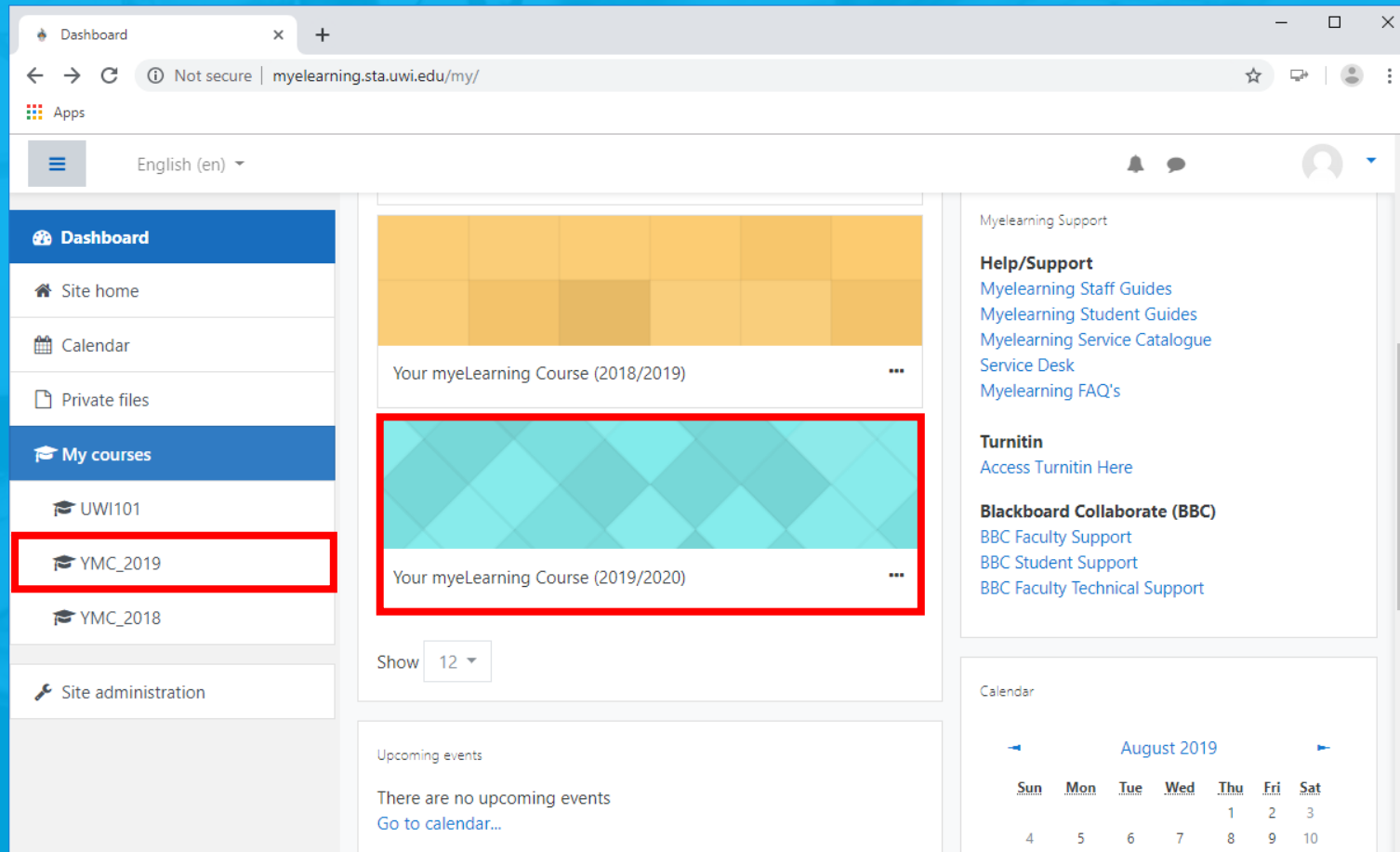


The screenshot shows a web browser window with the following details:

- Browser tab: myeLearning: Log in to the site
- Address bar: Not secure | myelearning.sta.uwi.edu/login/index.php
- Page header: THE UNIVERSITY OF THE WEST INDIES AT ST. AUGUSTINE, TRINIDAD AND TOBAGO
- Form fields:
 - Username: 3000XXXX
 - Password: [masked]
 - Remember username:
- Buttons: Log in
- Links: Forgotten your username or password?, Cookies must be enabled in your browser
- Registration options:
 - Faculty / Staff: Login using your UWI Staff ID as your Username.
 - Students: Login using your Student Portal credentials.

Step 2

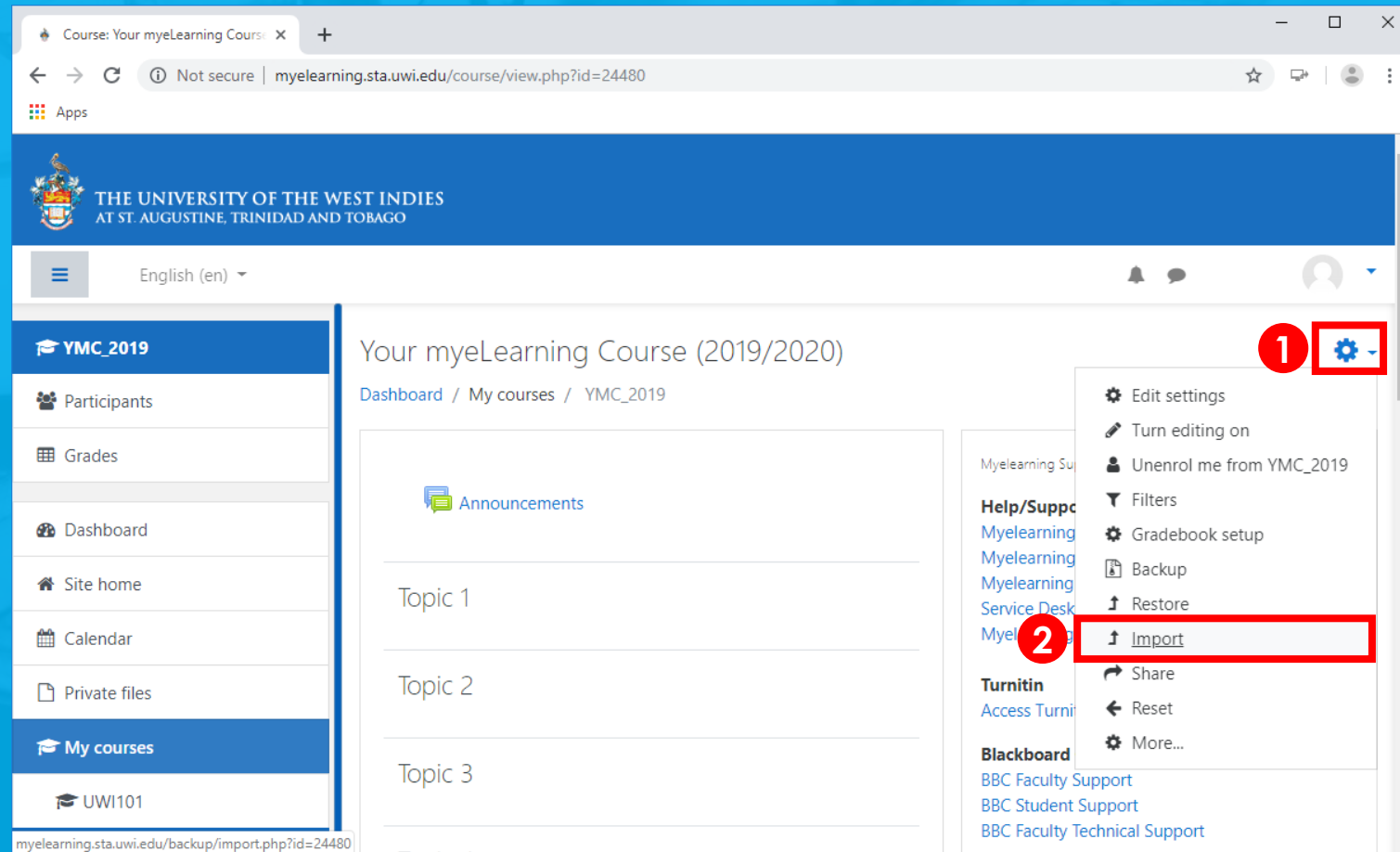
Select [blank] course shell for current year.



The screenshot shows a web browser window displaying the myLearning dashboard. The browser's address bar shows the URL `mylearning.sta.uwi.edu/my/`. The dashboard has a left-hand navigation menu with the following items: Dashboard, Site home, Calendar, Private files, My courses, UWI101, YMC_2019 (highlighted with a red box), YMC_2018, and Site administration. The main content area displays two course shell options, each with a colored header and a text label: "Your myLearning Course (2018/2019)" with a yellow header, and "Your myLearning Course (2019/2020)" with a teal header. The teal header and its corresponding text label are also highlighted with a red box. Below the course list is a "Show 12" dropdown menu. At the bottom of the dashboard, there is a section for "Upcoming events" which states "There are no upcoming events" and a link to "Go to calendar...". On the right side of the dashboard, there are several utility sections: "Myelearning Support" with links for "Help/Support" (Myelearning Staff Guides, Myelearning Student Guides, Myelearning Service Catalogue, Service Desk, Myelearning FAQ's), "Turnitin" with a link "Access Turnitin Here", and "Blackboard Collaborate (BBC)" with links for "BBC Faculty Support", "BBC Student Support", and "BBC Faculty Technical Support". At the bottom right, there is a "Calendar" widget showing the month of August 2019 with a grid of dates.

Step 3

Click cog icon and select option to 'Import'.



The screenshot shows a web browser window displaying a myLearning course page. The browser's address bar shows the URL `mylearning.sta.uwi.edu/course/view.php?id=24480`. The page header includes the logo of The University of the West Indies at St. Augustine, Trinidad and Tobago, and a language dropdown set to English (en). The main content area is titled "Your myLearning Course (2019/2020)" and includes a breadcrumb trail: "Dashboard / My courses / YMC_2019". A left-hand navigation menu lists various course management options, with "My courses" currently selected. The main content area features an "Announcements" section and three topic placeholders labeled "Topic 1", "Topic 2", and "Topic 3". On the right side, a settings menu is open, triggered by a cog icon (labeled with a red circle '1'). This menu contains several options, with "Import" (labeled with a red circle '2') highlighted by a red rectangular box. Other visible options in the menu include "Edit settings", "Turn editing on", "Unenrol me from YMC_2019", "Filters", "Gradebook setup", "Backup", "Restore", "Share", "Reset", and "More...". At the bottom of the page, a footer link is visible: `mylearning.sta.uwi.edu/backup/import.php?id=24480`.

Step 4

Search previous course, select and 'Continue'.

The screenshot shows a web browser window with the URL `mylearning.sta.uwi.edu/backup/import.php`. The page header includes the University of the West Indies logo and the text "THE UNIVERSITY OF THE WEST INDIES AT ST. AUGUSTINE, TRINIDAD AND TOBAGO". Below the header, there is a navigation menu with options like "YMC_2019", "Participants", "Grades", "Dashboard", "Site home", "Calendar", "Private files", "My courses", and "UWI101".

The main content area is titled "Find a course to import data from:" and includes a search box with the text "Select a course" and "Total courses: 2". Below the search box, there is a table of search results:

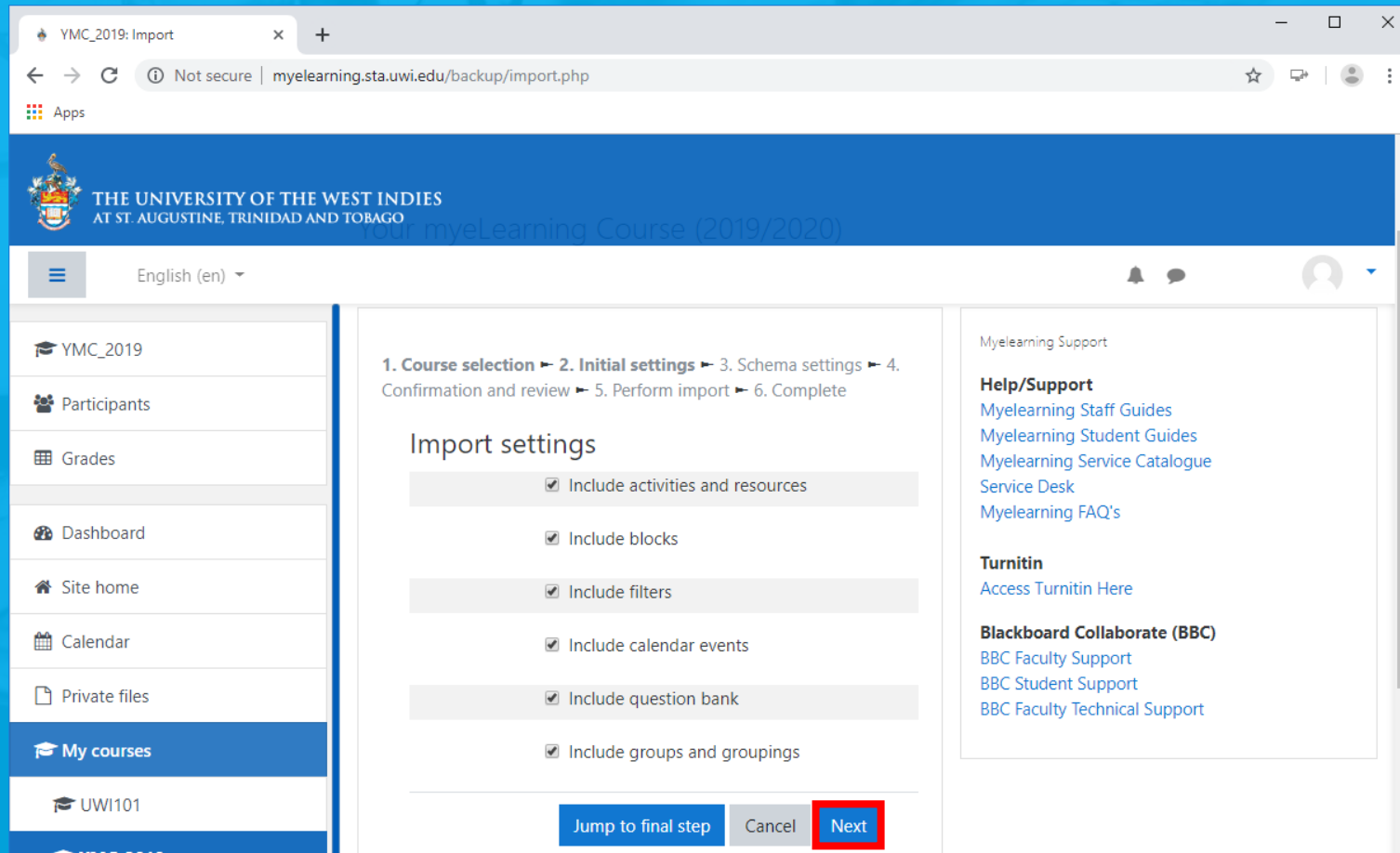
Course short name	Course full name
<input type="radio"/> YMC_2019	Your myeLearning Course (2019/2020)
<input checked="" type="radio"/> YMC_2018	Your myeLearning Course (2018/2019)

Below the table, there is a search box containing the text "YMC" and a "Search" button. A "Continue" button is located at the bottom of the search results area. Red boxes and numbers highlight the search box (1), the selected course (2), and the "Continue" button (3).

On the right side of the page, there is a "Myelearning Support" section with links for "Help/Support", "Turnitin", and "Blackboard Collaborate (BBC)".

Step 5


Click 'Next'.



YMC_2019: Import

Not secure | mylearning.sta.uwi.edu/backup/import.php

Apps

 THE UNIVERSITY OF THE WEST INDIES
AT ST. AUGUSTINE, TRINIDAD AND TOBAGO

Your myLearning Course (2019/2020)

English (en)

YMC_2019

Participants

Grades

Dashboard

Site home

Calendar

Private files

My courses

UWI101

YMC_2019

1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ 5. Perform import ▶ 6. Complete

Import settings

- Include activities and resources
- Include blocks
- Include filters
- Include calendar events
- Include question bank
- Include groups and groupings

Jump to final step Cancel **Next**

Mylearning Support

Help/Support

- [Mylearning Staff Guides](#)
- [Mylearning Student Guides](#)
- [Mylearning Service Catalogue](#)
- [Service Desk](#)
- [Mylearning FAQ's](#)

Turnitin

- [Access Turnitin Here](#)

Blackboard Collaborate (BBC)

- [BBC Faculty Support](#)
- [BBC Student Support](#)
- [BBC Faculty Technical Support](#)

Step 6

Select content to import and click 'Next'.

The screenshot shows a web browser window with the address bar displaying 'myelearning.sta.uwi.edu/backup/import.php'. The page title is 'YMC_2019: Import'. The interface includes a left sidebar with navigation options: YMC_2019, Participants, Grades, Dashboard, Site home, Calendar, Private files, My courses (highlighted), UWI101, YMC_2019 (highlighted), and YMC_2018. The main content area is titled 'Select' and contains the following sections:

- Select**
All / None (Show type options)
- General**
 - Announcements
- Topic 1**
 - Your activities and resources (2018/2019)

At the bottom of the page, there are three buttons: 'Previous', 'Cancel', and 'Next'. The 'Next' button is highlighted with a red box.

Step 7

Click 'Perform import', and be patient.

The screenshot shows a web browser window with the address bar displaying "mylearning.sta.uwi.edu/backup/import.php". The page title is "YMC_2019: Import". The browser interface includes a back button, a refresh button, and a "Not secure" warning. The page content is divided into a left sidebar and a main content area. The sidebar contains a menu with items: YMC_2019, Participants, Grades, Dashboard, Site home, Calendar, Private files, My courses (highlighted), UWI101, YMC_2019 (highlighted), and YMC_2018. The main content area is titled "Included items:" and contains two sections: "General" with a green checkmark and a sub-section "Announcements" with a green checkmark and a document icon; and "Topic 1" with a green checkmark and a sub-section "Your activities and resources (2018/2019)" with a green checkmark and a document icon. At the bottom of the main content area, there are three buttons: "Previous", "Cancel", and "Perform import" (highlighted with a red box).

Step 8

Upon completion, click 'Continue'.

The screenshot shows a web browser window with the following elements:

- Browser Tab:** YMC_2019: Import
- Address Bar:** Not secure | mylearning.sta.uwi.edu/backup/import.php
- Header:** THE UNIVERSITY OF THE WEST INDIES AT ST. AUGUSTINE, TRINIDAD AND TOBAGO
- Language:** English (en)
- Left Sidebar (Navigation):**
 - YMC_2019
 - Participants
 - Grades
 - Dashboard
 - Site home
 - Calendar
 - Private files
 - My courses**
 - UWI101
 - YMC_2019
- Main Content Area:**
 - Title:** Your myLearning Course (2019/2020)
 - Breadcrumbs:** Dashboard / My courses / YMC_2019 / Import
 - Notification:** Import complete. Click continue to return to the course. (with a close 'x' button)
 - Action:** A blue button labeled "Continue" is highlighted with a red box.
- Right Sidebar (Support):**
 - Myelearning Support**
 - Help/Support**
 - Myelearning Staff Guides
 - Myelearning Student Guides
 - Myelearning Service Catalogue
 - Service Desk
 - Myelearning FAQ's
 - Turnitin**
 - Access Turnitin Here
 - Blackboard Collaborate (BBC)**
 - BBC Faculty Support
 - BBC Student Support
 - BBC Faculty Technical Support

Step 9

Verify content was successfully imported.

The screenshot shows a web browser window with the following details:

- Browser tab: Course: Your myLearning Course
- Address bar: Not secure | myelearning.sta.uwi.edu/course/view.php?id=24480
- Header: THE UNIVERSITY OF THE WEST INDIES AT ST. AUGUSTINE, TRINIDAD AND TOBAGO
- Language: English (en)
- Course Name: YMC_2019
- Page Title: Your myLearning Course (2019/2020)
- Breadcrumbs: Dashboard / My courses / YMC_2019
- Left Navigation Menu: YMC_2019, Participants, Grades, Dashboard, Site home, Calendar, Private files, My courses, UWI101, YMC_2019
- Main Content Area:
 - Announcements (two items)
 - Topic 1
 - Your activities and resources (2018/2019)
 - Topic 2
- Right Sidebar:
 - Myelearning Support
 - Help/Support
 - Myelearning Staff Guides
 - Myelearning Student Guides
 - Myelearning Service Catalogue
 - Service Desk
 - Myelearning FAQ's
 - Turnitin
 - Access Turnitin Here
 - Blackboard Collaborate (BBC)
 - BBC Faculty Support
 - BBC Student Support
 - BBC Faculty Technical Support



**Have yourself a
great semester!**