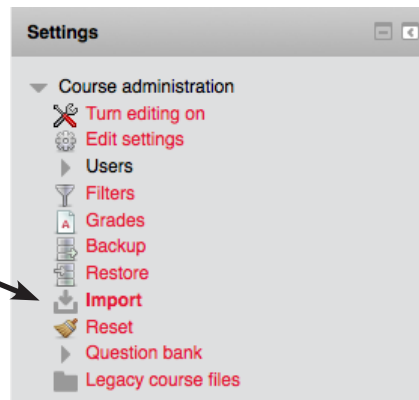


## GoStudio Import command

To copy the contents of a previous class to the current semester (or from one section to another section in the same semester) you will use the Import command in GoStudio. Follow the steps below to duplicate the course contents:

### Step 1.

Login to GoStudio and open the empty class that you wish to copy into. On the left side of the window click on the Import command found in the Settings Block.



**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
<input type="radio"/> CK Test	CK Test
<input type="radio"/> LIBWORK	Library Workshop
<input type="radio"/> AILM100	Adobe Illustrator Module
<input type="radio"/> AIDM100	Adobe InDesign Module
<input type="radio"/> latest3	LA Test course 3
<input type="radio"/> latest2	LA Test course 2
<input type="radio"/> latest1	LA test course 1
<input type="radio"/> ASW101	Adobe Software Workshop
<input type="radio"/> SCCAD101	Sample CCAD class
<input type="radio"/> CCAD101	Welcome to CCAD

There are too many results, enter a more specific search.

### Step 2.

In this window, choose the course that has the contents and files set the way that you want them to appear. If the list does not contain the correct class, type in the Course ID and click the Search button. Choose the correct class from the list. Click the Continue button.

### Step 3.

The Initial settings window will appear. Make sure that all three choices are checked. Click the Next button.

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

**Backup settings**

Include  activities

Include  blocks

Include filters

### Step 4.

The next window will show all of the resources and activities that will be copied from the old class. Uncheck anything that you do not want to copy. Click the Next button.

The Confirm window will show (with green checks and red Xs) all of the files to be copied. Click the Perform Import button to copy the files.

You should receive an Import Complete message. Click the Continue button. Your new class should now contain all of the chosen files from the old class.