1. To import the Master Course that has been developed, open the new course to be populated and go to Manage > Import Wizard

2. On the next screen, click "Master Course"
3. On the following screen, select the Master Course that you want to have imported. The drop-down list will list any Master Course available to be imported to this course.

Some Master Courses will require a PIN to allow them to be selected and then imported. If a PIN is required, you would enter it first in the field beneath the "Available Master Courses" list.

4. Uncheck any of the options that do not apply and then click "Import".

Note: If this is an empty course, you would not need to check the "backup course before import" option or the "replace all existing content" option, since they would not apply.

Caution: If you choose to "replace all existing content", it means that any content already added to the course will be overwritten. Leave it unchecked to preserve that content, if any.
**Note:** The "migrate Quizzes to Assessments" option might be preferable if the course being copied from used the Quiz format and you wished to change to the newer and more feature-rich "Assessments" format.

If you chose the "Migrate quizzes to Assessments" option, you will see a pop-up window asking if you want to backup any quizzes before migrating them to assessments.

Creating a backup before changing formats is generally a very good idea!

5. The screen that follows will show the progress of the copy course process. The time this takes could vary according to the amount of content being copied. Click "OK" when it has finished.

The content has now been imported into the new course.

No matter what method is used to import content, it is a good idea to ensure that the import was successful and that there has been no duplication of content, especially in the Gradebook, Calendar, and/or Announcements.