Importing Materials from a Previous Nexus Course

To start the process of transferring materials into a new course, open the new course and locate the Administration block. Under “Course administration,” click Import.

Select the course that you want to import from. If you do not see the course listed, use the search bar to find the course that you’d like to import from. Click Continue.

The default for importing assignments, quizzes, material into a new course is that it imports everything, which means that Nexus allows you to uncheck the items that you would not like to transfer into your new course.

In the case that you’d like everything to be transferred click Jump to final step and the importing will occur.

However, if you’d like to omit the transfer of some material click Next and uncheck the items you would not like to be transferred. After you have chosen what you’d like and what you would not like to transfer click Perform Import.

Congratulations! You have imported the material from a previous course.