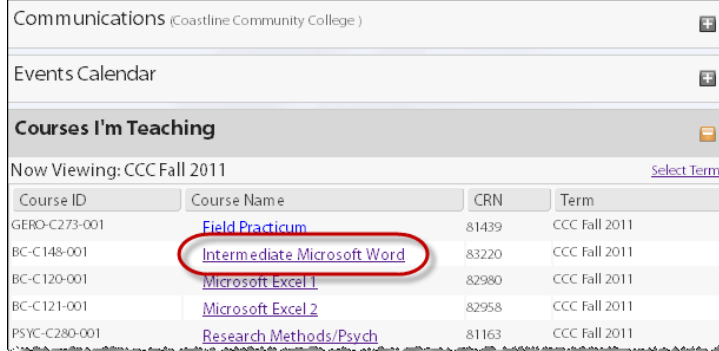


Seaport 3: Import Course From Seaport 3 to Seaport 3

Seaport³ Course (Source)

1. Click on the Course Name of the course you are importing into (Figure 1).



Communications (Coastline Community College)

Events Calendar

Courses I'm Teaching

Now Viewing: CCC Fall 2011 [Select Term](#)

Course ID	Course Name	CRN	Term
GERO-C273-001	Field Practicum	81439	CCC Fall 2011
BC-C148-001	Intermediate Microsoft Word	83220	CCC Fall 2011
BC-C120-001	Microsoft Excel 1	82980	CCC Fall 2011
BC-C121-001	Microsoft Excel 2	82958	CCC Fall 2011
PSYC-C280-001	Research Methods/Psych	81163	CCC Fall 2011

Figure 1

2. Click “Utilities” (Figure 2) and then “Import Course from Seaport 3 to Seaport 3”.



Figure 2

3. Complete the import form (Figure 3).
 - a. Enter Source information.
 - b. Enter Destination Information. The Destination CRN will be pre-populated with the CRN of the course you are in. Be sure to verify the correct Destination Academic Period (term).

Seaport 3: Import Course From Seaport 3 to Seaport 3

- c. To import all content from the source course, check the “Import All” checkbox. Otherwise, select the individual boxes of the components you want imported.
- d. Click **Do Import!**

Seaport 3 to To Seaport 3
Course Import Information

SOURCE INFORMATION

Source CRN **a** 55555

Source Academic Period CCC Fall 2011

DESTINATION INFORMATION

Destination CRN **b** 44444

Destination Academic Period CCC Spring 2012

IMPORT ALL

TEMPLATES TO IMPORT **c**

How To Begin

Course Profile

Course Syllabus

Learning Outcomes

Exam Information

Grading Rubric

FAQ's

LOA

Lesson Schedule

CONTENTS TO IMPORT

Material

Announcements

Scheduled Emails

Lessons & Assessments

Discussion Forum & Dropboxes & Journals & Squid

Do Import! **d**

Figure 3

4. Click **OK** to verify the import action. Wait until the confirmation screen is displayed. Read the confirmation screen and verify that everything was successfully imported.

Notes

- While the import will bring your course over exactly as it originally was, you should always view your course from the Student View to verify that all dates are correct. You may need to make adjustments for holidays or other special situations.