

PROCEDURE TO IMPORT COURSE FOR DIFFERENT INSTRUCTORS

The following explains the procedure for transferring course content from one instructor to another.

1. The owner of the content needs to send an email to ID-Team@coastline.edu granting permission for the other instructor to have a copy of all their course content. The email should include the course title, course ID, CRN, term, instructor's name, etc. for both the source and destination course. The email must be from the owner's Coastline email address. The email will be kept on file.
2. The other instructor needs to submit a Seaport Help Request asking course content be copied from the other instructor's course (source) into theirs (destination). Include course title, course ID, CRN, term, instructor's name, etc. for both the source and destination courses.
3. The copying of quizzes must be done between the two instructors.
 - a. Instructor A (the quiz owner) needs to do the following: In SQuID, export the quiz to a zip file. (The "Export to Zip File" button is available in SQuID on the "Overview" tab). Email the zip file to Instructor B (the instructor getting the copy of the course).
 - b. Instructor B needs to do the following: In SQuID, create a new quiz and import the zip file (see How-to guide). In Course Lessons, link to the quiz and set open/close dates. Then link to the quiz in Gradebook – Assessments List.