## Importing a Pilot course template into a Pilot course

Follow the steps bellow to add a pilot course template to an individual pilot course

**Step 1:** Download a pilot course template by clicking on the course template links provided on the "Online and Remote Teaching Resources" page.

Step 2: Log in to Pilot and open the course you want to add the course template to

Step 3: Click on the "Course Admin" toolbar from the course home page

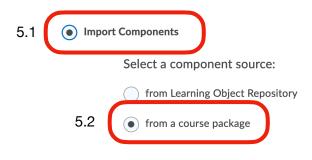


Step 4: Select the "Import / Export / Copy Components" option

## **Course Administration**



**Step 5:** Scroll down the page and select "Import Components" Make sure the "from a course package" option is also selected and then click on the "Start" button





**Step 6:** Click the upload button and select the course template file you downloaded to your computer.

Import Course Package

Select File

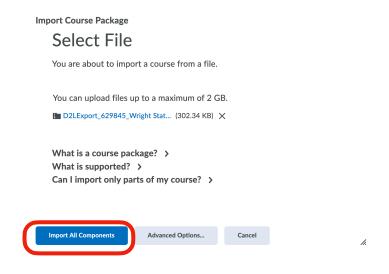
You are about to import a course from a file.

Drag and drop your course package here or use the "Upload" button to browse to your file. The file should be a .zip or another archive format.

To add individual content (.doc, .ppt, .jpg, etc.), add a module in Content and place your file there.

You can upload files up to a maximum of 2 GB.

Step 7: Select the "Import All Components" option.



**Step 8:** Select the "View Content" button and review the course template content added to your pilot course.

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