

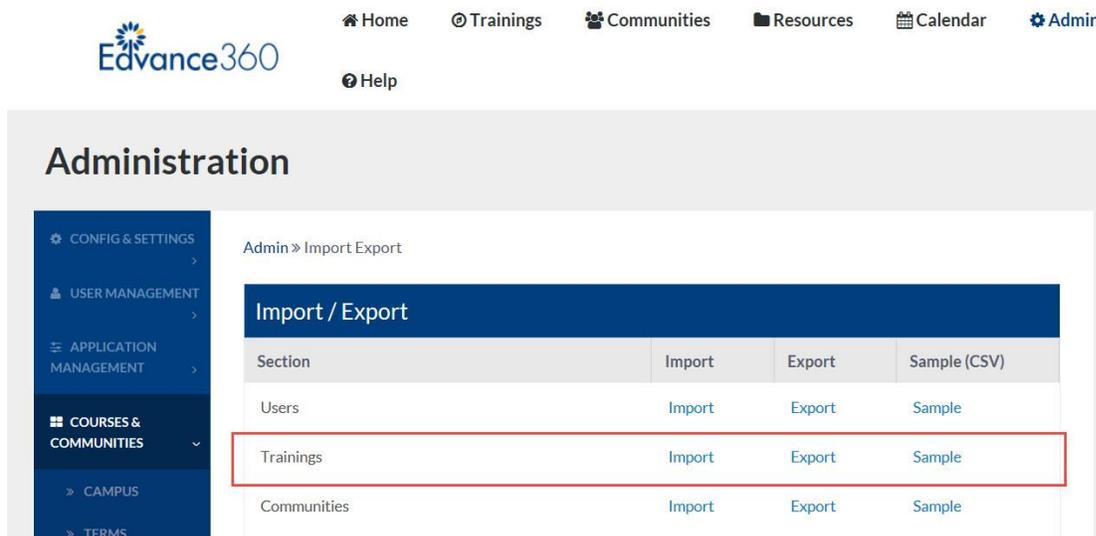
# How to Import Courses

## How to Import Courses

There are three ways to import trainings/courses within Edvance360.

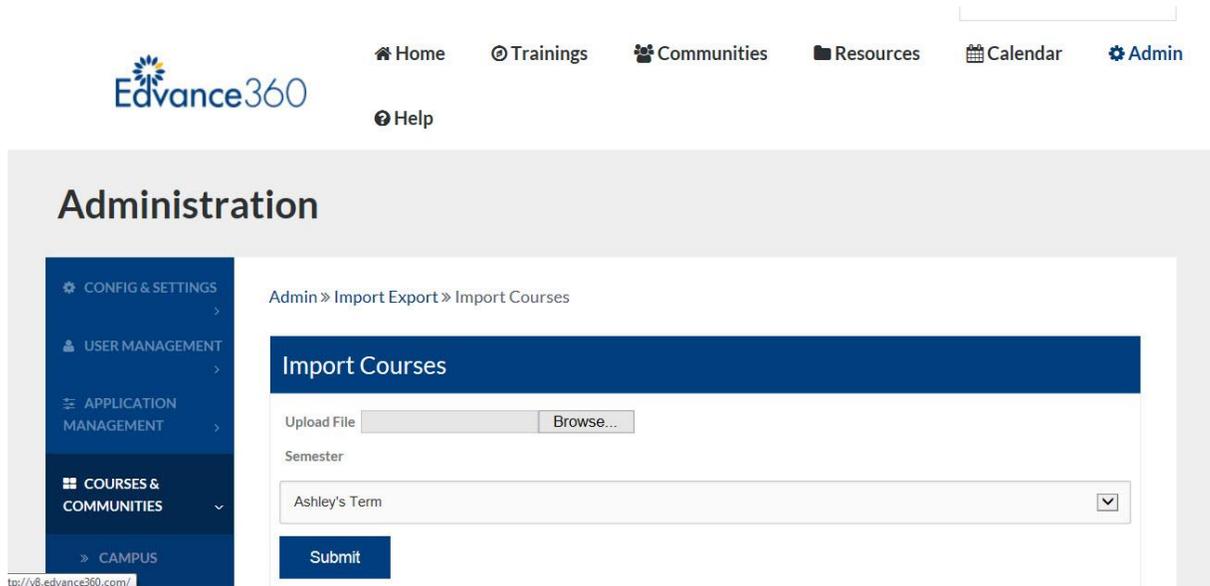
### 1 (A) IMPORT TRAININGS/COURSSES from ADMIN PANEL

To import Trainings/Courses go to Admin>Courses & Communities>Import Export. Find Trainings or Courses and select Import. Please use the sample CSV to added data and save the file as a CSV file.



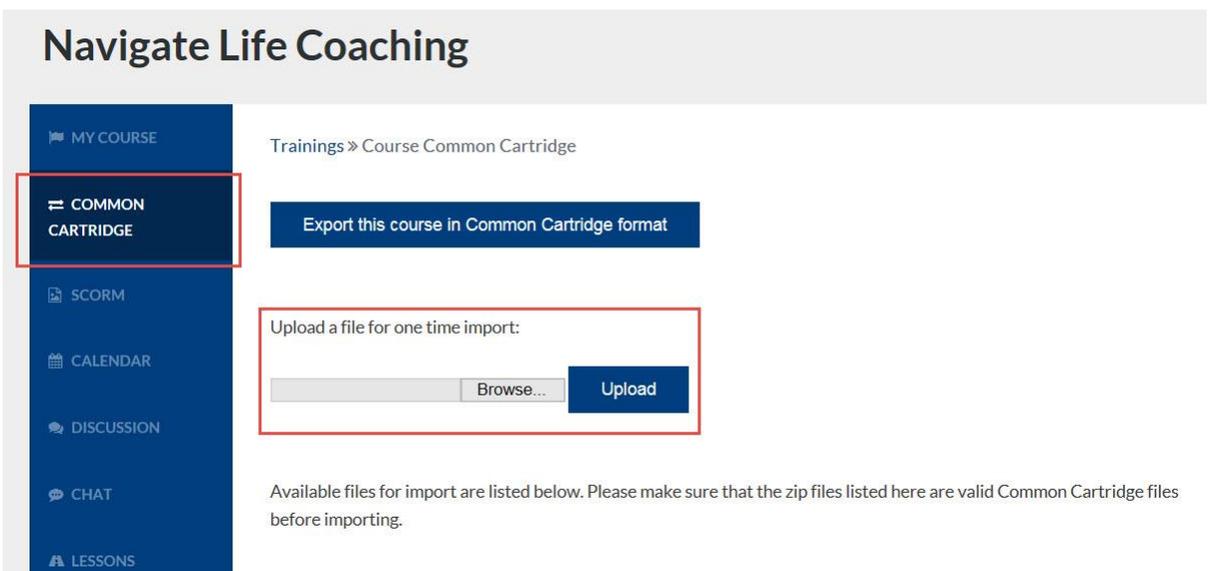
(B) Select "Import" to the right of Trainings/Courses, browse your computer and select the desired CSV file, select a Semester/Term/Course Header to place the courses under, and select SAVE.

# QuickStart Guide: How to Import Courses



## 2 IMPORT TRAININGS/COURSES with Common Cartridge tool:

To upload a Common Cartridge Zip File which contains training/course components, go to the selected training/course, click on Common Cartridge and browser your computer to upload the desired Common Cartridge zipped file. (To import BlackBoard or any other LMS courses into Edvance360, save a zipped Common Cartridge file from BB and use it to import into Edvance360.) The training/course components should import into the proper locations (lessons into the Lessons tool, discussion into the Discussion tool, etc.).



## 3 SCORM FILES:

To upload a pre-created SCORM File go to the desired training/course, click on the SCORM tool, name it, give a description, browse your computer, select the SCORM file, if you would like to associate the SCORM file to a Gradebook item select a category from the dropdown menu, and provide a point value.

**Navigate Life Coaching**

Trainings > Course SCORM

### Upload New Sco

SCO Title

Description

Upload SCO

If you would like to associate this SCO with a gradebook item, complete the following:

Grade SCO?

Gradebook Category

Assignment

Point Value

Upload