

# Importing courses

- Checklist
- Preparing for Importing Courses
- Importing Courses from One Department
- Importing Courses from Multiple Departments
- Courses Page Structure
- Testudo Link

## Checklist

If you are not able to see the following pages, please contact the administrator by emailing to [arhu-webhelp@umd.edu](mailto:arhu-webhelp@umd.edu):

1. Course Management menu (Configuration -> Course Management -> Import Courses)
2. Taxonomy Terms (Structure -> Taxonomy)
  - a. Course Code
  - b. Level
  - c. Semester Term

## Preparing for Importing Courses

1. You need to know the Course Code of the department you want to import (4-letter code).
  - a. Course codes are identifiable in Testudo (<http://ntst.umd.edu/soc/>)
  - b. For example, "CLAS" stands for Classics department.
2. Go to the taxonomy term "Course Code" page (Structure -> Taxonomy -> Course Code)
3. Click "Add term" link.

Course Code

Course Code contains terms grouped und

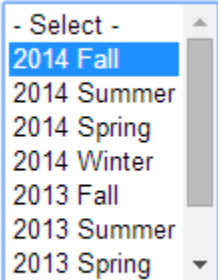
+ Add term

4. Type 4-letter code of a desired department.
5. Click "Save" button at the bottom.
6. You can add more department codes if needed.
7. Check the "Import Courses" page (Configuration->Course Management -> Import Courses). You should be able to see the page with "Select a term" and "Select a department" boxes.

## Importing Courses from One Department

1. Select a term that you want to import from.

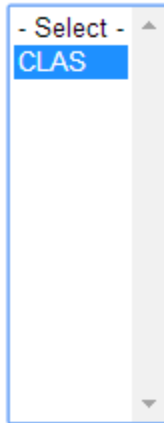
Select a term \*



Select a term that you want to import.


2. Select a department that you want to import.

Select a department \*



Select a department that you

3. Click "Import" button.
4. If courses are successfully imported, you can see the message like this:

 [Migrate] Course CLAS has been seccessfully imported!

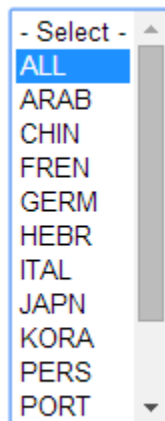
- Processed 3 (3 created, 0 updated, 0 failed, 0 ignored) in 3.!
- Processed 22 (0 created, 0 updated, 0 failed, 0 ignored) in 1

5. Otherwise, you see a message in a red box. In this case, contact to an administrator.

## Importing Courses from Multiple Departments

1. Select a semester term that you want to import from.
2. If there are more than one department code in the list (Course Code taxonomy term), you can see the option "ALL", which is automatically generated.

Select a department \*



Select a department that you want to import.

3. Select the departments you want to import, select "ALL" if you want to import from all the departments on the list
4. Click "Import" button. – this can take some time (several minutes) depending on the number of departments.
5. If it successfully imported, you will see the message saying the import successfully completed.
6. Otherwise, contact an administrator.

## Courses Page Structure

1. If there are many sections per course, the first and the last section are shown in the table.

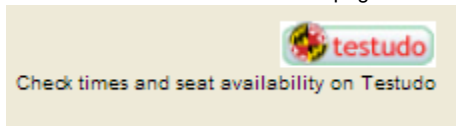
Course ▲	Title	Sections	Instructor
CLAS170	Greek and Roman Mythology	0101 FCH1	Lillian Doherty William Proffitt
CLAS374	Greek Tragedy in Translation	0101	Instructor: TBA
CLAS470	Approaches to Greek Mythology	0101	Instructor: TBA

2. You can filter out the courses based on semester term and course level.

Term/Year	Course Level	Apply	Term/Year	Course Level	Apply
- Any -	- Any -	Apply	- Any -	Undergraduate	Apply
- Any -			- Any -	- Any -	
Fall 2014			Graduate		
Spring 2014			Undergraduate		

## Testudo Link

1. The Testudo Link in each course's page will be display on the right hand side of the individual course page.



2. This link is linked to the aggregate list of courses for the semester term and department on Testudo page.