


# Course import

When you click on the “Import” element, the course import card opens:



Drag and drop files in .udata or .xlsx format here, or click here to select files from the disk.

To upload lessons, you can use files previously exported in .udata or .xlsx format. The template can be downloaded from the button on the right.

☐

Publish Immediately

[Download sample xlsx file for import](#)

Download the template to add a course first:

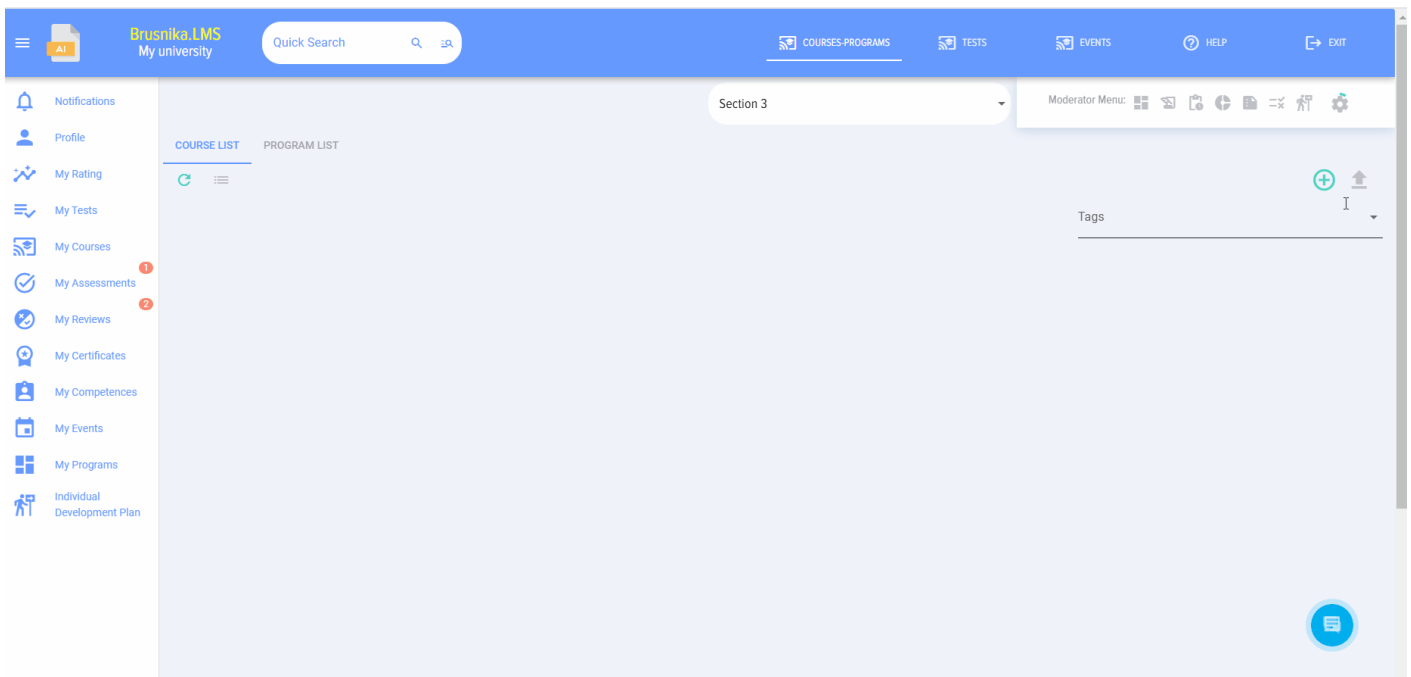
[Download sample xlsx file for import](#)

The template looks like this:

#	Template filling out guide:												
#	1. The structure of the template cannot be changed.												
#	2. Rows with the tags COURSE, LESSON, TEST, QUEST, ANSW (grey colored) are not meant for uploading, serve as marks and must not be changed. The 1st column (A) is not meant for uploading and must not be												
#	3. Sections containing the description of a course, lessons, tests start with the rows tagged as COURSE, LESSON, TEST. Data are in the following rows. The test contains additional tags: QUEST, ANSW (questions an												
#	4. The blocks LESSON and TEST (with subblocks QUEST-ANSW) shall be placed in a required sequence.												
#	4. One file can contain several courses. To create several courses, please copy and paste the blocks COURSE - TEST (with blocks QUEST-ANSW).												
#	5. Import is stopped if several empty rows (more than two) appear. A limit of 1000 rows is set.												
#													
COURSE	Course Name	Goal	Duration,	Duration,	Program	Subject							
	Course template for import	Goal *Goal *Goal *Goal *	1	2	Program *	Subject *Subject *Subject *Subject *Subject *Subject *							
#													
LESSON	Lesson Name	You Tube or Vimeo Video											
	Lesson 1 template for importing as part of the cou	<a href="https://youtu.be/xyz123">https://youtu.be/xyz123</a>											
#													
LESSON	Lesson Name	You Tube or Vimeo Video											
	Lesson 2 template for importing as part of the cou	<a href="https://youtu.be/xyz123">https://youtu.be/xyz123</a>											
#													
TEST	Test Name	Subject	Descriptio	Testing Int	How many	test difficu	Number o	Testing tin	Test type	Test results	Prohibit rett	Logo	
	Test template for importing as part of the course	Test subject	Test descr	0	3	low	3	10	Final	Don't show answers			
BLOCKS	Name of block	N of block	Qty of que	Random									
	Block 1		6468	2 Y									
	Block 2		953	2 Y									
	Block 3		7639	2 Y									
	Block 4		3568	0 N									
#													

It contains detailed instructions on how to fill it out.

After filling out the template, place it in the upload field and click the "Upload" button.



The course will appear in the catalog and will have the status "Draft".

Next, click on the "Edit" element and publish the course through the course adding card by clicking on the "Publish" button.

If necessary, you can make any additional changes to the course.

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Revision #1

Created 1 February 2025 08:33:30 by Maria

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