How to import course templates using the "Upload Courses" feature

1. Create the template course layout in the LMS and give it a shortname and idnumber.

2. In Excel type out your categories under the three headings "parent", "child" and "ID". Make sure one of the categories is "Templates" as this is where we will be storing the template courses for later.

   (This isn't necessary for the import but it just makes it easier to keep things consistent and makes it easy to copy and paste the data)

Parent	Child	ID
	Templates	Templates
	Core Courses	CoreCourses
Core Courses	Health&Safety	Health&Safety
Core Courses	Legislation&Ethics	Operations

3. Create the categories on the LMS and be sure to fill the ID field as this is the field the import uses to work out where to place the courses.

4. Create your course import file using the below headings.

shortname	fullname	idnumber	category_idnumber	templatecourse	format
DSE	DSE	DSE	Legislation&Ethics	[shortname of template course]	topics
MH	Manual Handling	MH	Health&Safety	[shortname of template course]	topics

5. Once the file is prepared go to:
   Administration > Site Administration > Courses > Upload Courses
   Set the "Preview Rows" to a number high enough to include all the course titles and "Upload Mode" to "Create new courses only, skip existing ones" this will allow you to address any issues shown in the preview.

6. Click "Upload Courses" at the bottom of the page and then leave the browser alone as the process can take a long time to run.

7. If there is an error that has occurred in all of the courses you can delete them all by reimporting the file with the column header "delete" and each row set to 1