

## Importing Links

Links can be imported from an existing course or group into a new course or group. In the course that contains the links:

1. Backup the Course with the Links in it
  - a. Go to the Manage tab, choose Backup/Restore from the Data Management nugget
  - b. Click the Backup Now button (this backs up the course first, just in case!)
  - c. Click Done
  
2. To Export the Links
  - a. On the Manage tab click Export Wizard in the Data Management nugget
  - b. Click ANGEL Archive
  - c. Uncheck all items except Tool Links in the Content section
  - d. Click Export
  - e. When it is finished exporting, click Download File
  - f. Save the file in your documents folder
  
3. Backup the Course where the Links will be Placed
  - a. Go to the course you want to place the links in
  - b. Go to the Manage tab, choose Backup/Restore from the Data Management nugget
  - c. Click Backup Now button (this backs up the course first, just in case!)
  - d. Click Done
  
4. To Import the Links into the New Course
  - a. Go to the Manage tab and click Import Wizard in the Data Management nugget
  - b. Click Content Package
  - c. Press Browse and find the zip file saved in step 2
  - d. **DO NOT CHECK** 'overwrite existing files'
  - e. Click Upload file
  - f. Click OK
  - g. Uncheck everything except Tool Links
  - h. Click Import Data
  - i. Click OK