Faculty Checklist for NYU Classes
Import From Site

Follow these recommended steps* to prepare for the new semester.

Prepare your current site

☐ Ensure your current site is created
To create the site, select “Set Up Course Site” in your “Home” tab in NYU Classes (newclasses.nyu.edu).

☐ Leave your current site unpublished
This will enable you to work “behind the scenes” in your course site before students sneak a peek!

☐ Make sure your course menu matches
If you want to import Tests & Quizzes, Lessons, or other tools that are not part of your current course navigation (left-hand) menu, go to “Settings” and select “Add/Edit Tools” to add them to your site.

Import from previous site

☐ Best Practice: Merge Content
Navigate to “Settings” in your current site and select “Import From Site” along the top. Use the “merge” option to prevent losing any work you’ve already done in your site.

☐ Select Your Previous Course Site
All of your previous course sites will be listed. We recommend selecting one site from which you want to copy content.

☐ Select Your Tools and Finish Import
All of the content from each tool that you select will be imported to your current site.

Review & publish your current site

☐ Change dates and post items
By default, all Announcements, Assignments, Forums, and Messages will be in “draft” mode after the import. You will need to manually update any date-related fields (e.g. open, release, accept until) in all tools.

☐ Clean up and publish your course site
Review your site and delete any duplicate or unnecessary items (e.g. Lessons and Resources). By default, all content and tools are visible to students, so make sure to hide items as needed. When you’re finished, publish your site!

What cannot be imported?

• Student contributions (e.g. forum posts and assignment submissions)
• “Site Info” from the “Overview” section
• Calendar dates
• Published copies of Tests & Quizzes (only “Working Copies” can be imported)
• LTI/third party integration tools (contact the NYU IT Service Desk for assistance)

Need Help?

Select the “Help for this tool” link at the upper right corner of any area within your course site for step-by-step guides. For IT support, contact the IT Service Desk, open 24x7.

• www.nyu.edu/it/servicedesk
• AskIT@nyu.edu
• 212-998-3333

Want to Meet with a Specialist?

Request an appointment at the Digital Studio, located on the 5th floor of the Bobst Library.

• bit.ly/nyuclassescalendar
• 212-992-9233

*This information is intended for a general audience. We recommend contacting your school/departmental administrators for specific policies or guidelines.