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# Merge Course Templates in Back Office

Gabriella Eriksson - 2025-08-22 - [Tips & Tricks](#)

To simplify course creation and maximize the value of premium content, back-office administrators can leverage existing templates to pull activities, modules, resources, and automated communication workflows.

**Available on price plan: Enterprise**

## How to Merge Course Templates

Follow these steps to merge course templates within the Back Office:

## Step-by-Step Instructions:

1. Navigate to the **"Courses"** section.

Course templates

Filter course templates

Language Tags

Search course templates

NAME	LANGUAGE	TAGS	AUTO-ADD
FHM - Bättre arbetsmiljö	Swedish		Off
GDPR i praktiken	Swedish		Off
Learnifier: Onboarding template	English (United States, Computer)		Off
Learnifier: Preboarding template	English (United States, Computer)		Off

Showing 1 to 4 of 4 templates

Show 10 entries

PREVIOUS 1 NEXT

2. Add or Select a Course Template

3. Click **Edit** to make changes.

PRODUCT

## Learnifier: Onboarding template

CREATED: Gabriella Eriksson Tuesday, September 24, 2024

UPDATED: Gabriella Eriksson Tuesday, September 24, 2024

Buttons: Edit, Copy, Lock, Delete

Only superusers see this  
Require credit: false Toggle

Product Number: {Sca0f561-2bda-4de4-bd96-d78d798aee26}

Status: ACTIVE

Product Type: Course

Product Short Title:

Product Notes:

Update Notifications: OFF

Thumbnail: crl://ccocboxpub/ap/b/a/2/4/ba24140b0d703d07205ad25db367c5eed067dace409349ccb5d67340bcb732b9f1f5a0fd25271f661cc1d3ac26d495e04d110b3430c188cd78743d403879961

Course Design Template: Preview View Edit

Hidden fields  
cdd

```
<?xml version="1.0" encoding="UTF-8" standalone="yes"?><cdd:course-design-definition xml:lang="en" xmlns:cdd="http://www.daxbox.se/coursedesign/definition-1.0"><info><userTitle>Learnifier Onboarding</userTitle><userDescription><strong>Welcome!</strong></info><properties><property name="aleweb.migration">true</property><property name="cdd.version">3</property><property name="togglemode">activity</property></properties><components><component cid="cc2323fc-8ab9-40a0-bf55-d6526b27c971"><children><externalResources><properties><entry><key>title</key><value>Welcome onboarding!</value></entry></properties><type>pagesplit</type></component><component cid="c253b5ed-48c0-488a-a9d3-47d62fbab3a"><children><child cid="634f9c45-ef06-4b9e-9f8f-56cd8b91did"><children><externalResources><properties><entry><key>position</key><value>A</value></entry></properties></children></child></children></cdd:course-design-definition>
```

4. Go to **New module** and click on the arrow to select the **Import Course** option.

Learnifier: Onboarding template

Activities Resources Communications

Settings Segment

All Components 100% Optional

### Purpose & Goals

We want to help you hit the ground running!

This course is your introduction and guide to our company. We will provide you with all the information you need to get started as smoothly as possible. From our history and vision to the tools you will use daily - everything is presented here.

Welcome onboard!

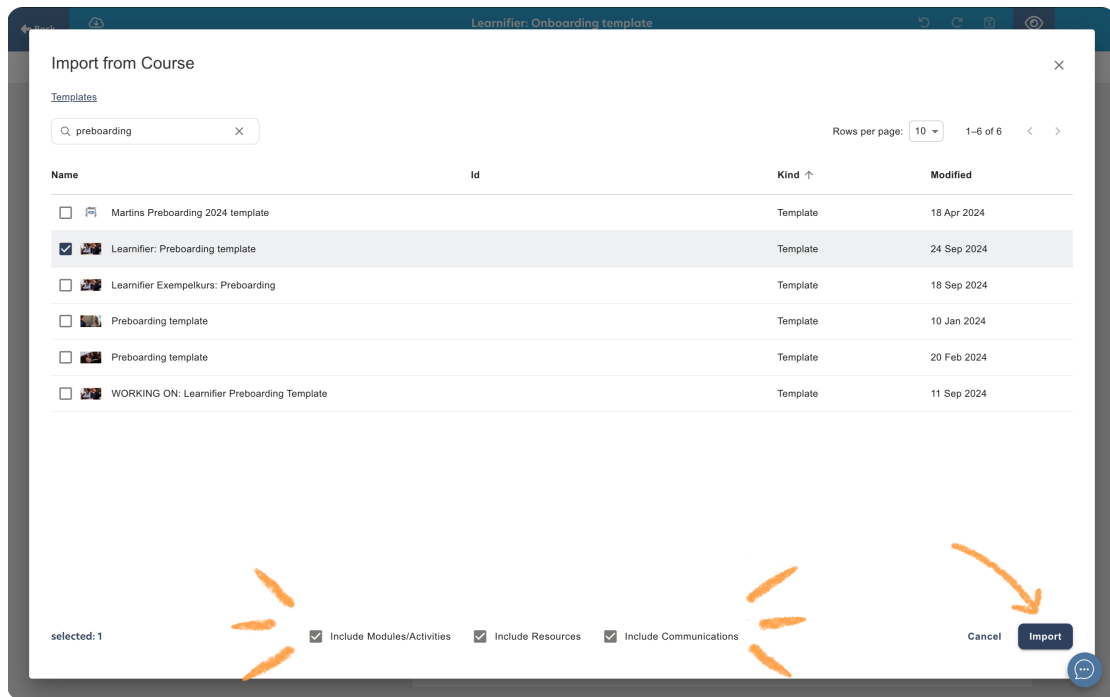
+ New Module

+ New Module

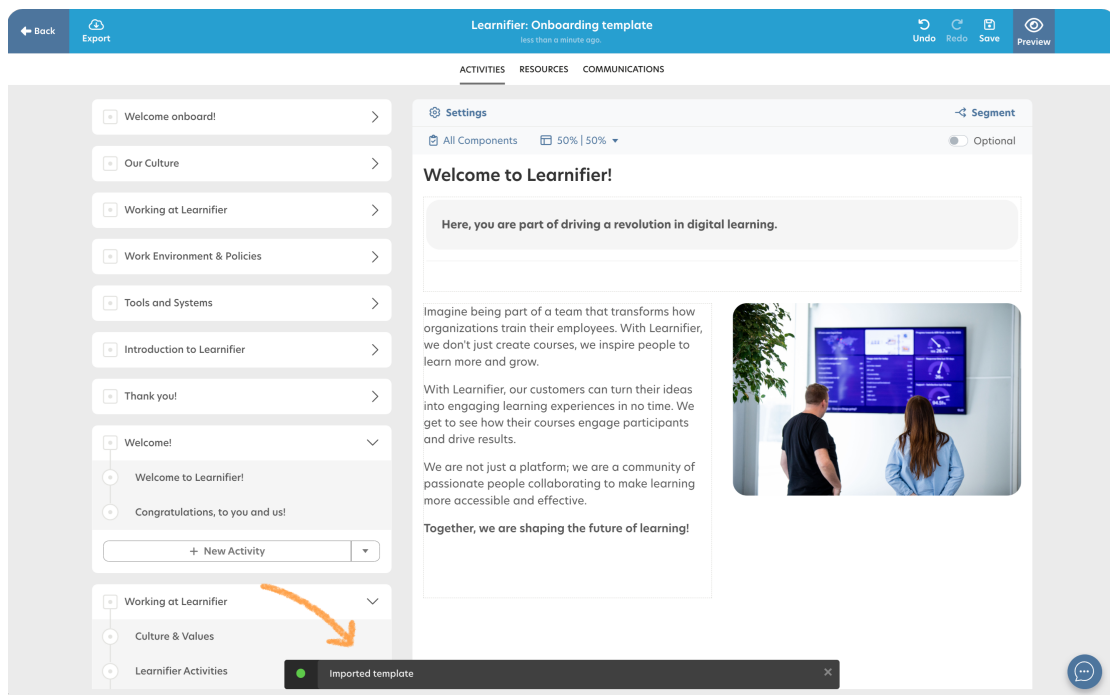
Import templates

5. Select a Course Template to Import and decide which specific content (Modules/Activities, Resources, and Communication) you want to import into your current template.

6. Press **Import** to complete the merging process.



7. The selected course material will now be imported into your chosen course template.



#### Note:

- To ensure that the automated communication rules remain connected to the course, they must be imported simultaneously with the course content. Otherwise, you will need to link them to the relevant modules or activities afterward manually.
- If the automated communication rules appear "disconnected" after an import, verify that the course builder has been saved before switching to the autocom tab.

- Any changes made to one template will not affect the other after merging.