



Merge Course Templates in Back Office

Gabriella Eriksson - 2024-10-28 - 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.

The screenshot shows the Learnifier Back Office interface. The top navigation bar includes a search bar, a 'Back Office' dropdown, and a user profile for Gabriella Eriksson. The main content area is titled 'Course templates' and features a sidebar with navigation options: HOME, PRODUCTS, CLIENTS, EMAILS, COURSES (highlighted), REPORTS, and SETTINGS. The 'Course templates' section includes a filter area with 'Language' and 'Tags' dropdowns, and a search bar. Below this is a table of course templates:

NAME	LANGUAGE	TAGS	AUTO-ADD
DM - 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

At the bottom of the table, it says 'Showing 1 to 4 of 4 templates' and 'Show 10 entries'. There are 'PREVIOUS' and 'NEXT' buttons. The 'COURSES' menu item in the sidebar is highlighted with a blue bar, and an orange arrow points to the 'GDPR i praktiken' row in the table.

2. Add or Select a Course Template

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

PRODUCT

Learnifier: Onboarding template

CREATED: Gabriela Eriksson Tuesday, September 24, 2024

UPDATED: Gabriela Eriksson Tuesday, September 24, 2024

Only superusers see this
Require credit: false Toggle

Product Number: (5ca0f561-2bda-4de4-bd96-d78d798aee26)

Status: ACTIVE

Product Type: Course

Product Short Title:

Product Notes:

Update Notifications: OFF

Thumbnail: [crl://cocoaboxpubl.apb/ba/2/4/ba24140b0d703d07205ad25db367c5eed067dace409349ccb5d67340bcb732b9f115a0fd252711661cc1d3ac26d495e04d110b3430c188cd78473d403879961](http://cocoaboxpubl.apb/ba/2/4/ba24140b0d703d07205ad25db367c5eed067dace409349ccb5d67340bcb732b9f115a0fd252711661cc1d3ac26d495e04d110b3430c188cd78473d403879961)

Course Design Template:

Hidden fields

```
cdd
<?xml version="1.0" encoding="UTF-8" standalone="yes"?><cid:course-design-definition xml:lang="en" xmlns:cdd="http://www.dabox.se/coursedesigndefinition-1.0"><info><userTitle>Learnifier Onboarding</userTitle><userDescriptions>&lt;p&gt;Welcome!&lt;/p&gt;&lt;p&gt;We are excited that you have chosen to be a part of our journey.&lt;/p&gt;&lt;p&gt;In this onboarding program, you will gain insight into our vision and goals. You will understand how your work contributes to our success and how you can grow with us.&lt;/p&gt;&lt;p&gt;Let's get started!&lt;/p&gt;</userDescription>
<thumbnailCrl>crl://cocoaboxpubl.apb/ba/2/4/ba24140b0d703d07205ad25db367c5eed067dace409349ccb5d67340bcb732b9f115a0fd252711661cc1d3ac26d495e04d110b3430c188cd78473d403879961
</thumbnailCrl>
<info-properties><property name="aleweb_migration">true</property><property name="cdd_version">3</property><property name="togglemode">activity</property>
</info-properties><components><component cid="c23232fe-bab9-40a0-bf55-d6526b27c971"><children><externalResources><properties><entry><key>title</key>
<value>Welcome onboard! </value></entry></properties></type></component><component cid="c253b5e3-48d0-488a-a9d3-47662fbab3a"><children>
<cid id="634f9c45-e106-4b9e-9f8f-56ccf8b91d1d"><children><externalResources><properties><entry><key>position</key><value>A</value></entry><entry>
<key>file</key><value>Nammfrs.dasim /f5/c/values/</entry><entry><key>sim</key><value>MaxWidth</key><value>58</value></entry></properties></type></materialNodeDir/11090543.
```

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.

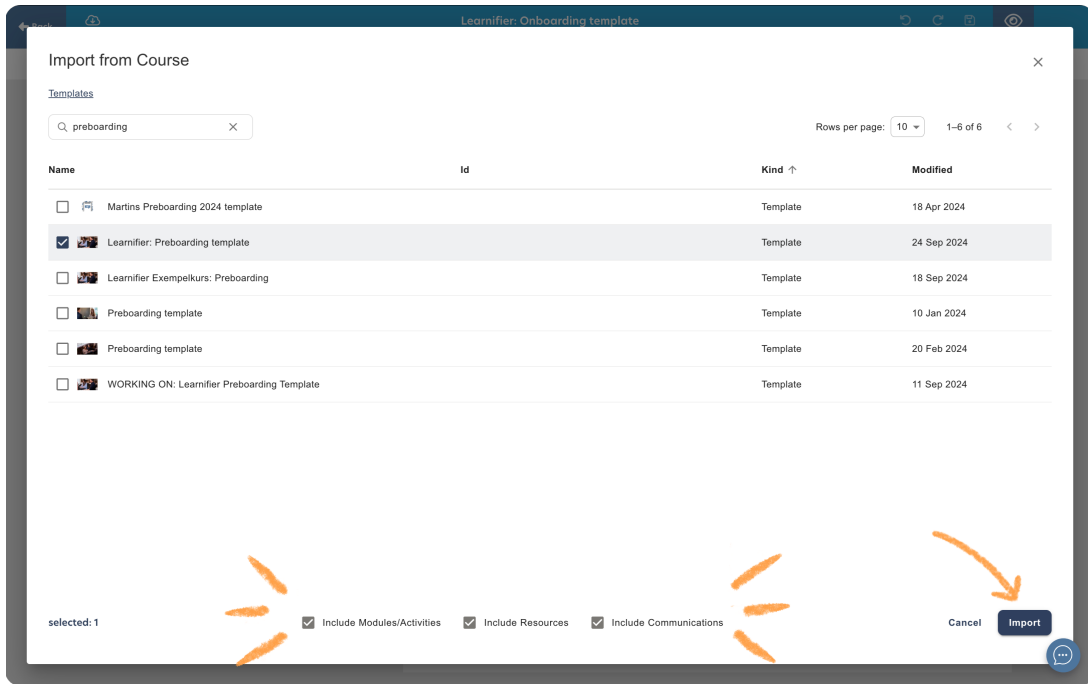
Welcome onboard!

+ New Module

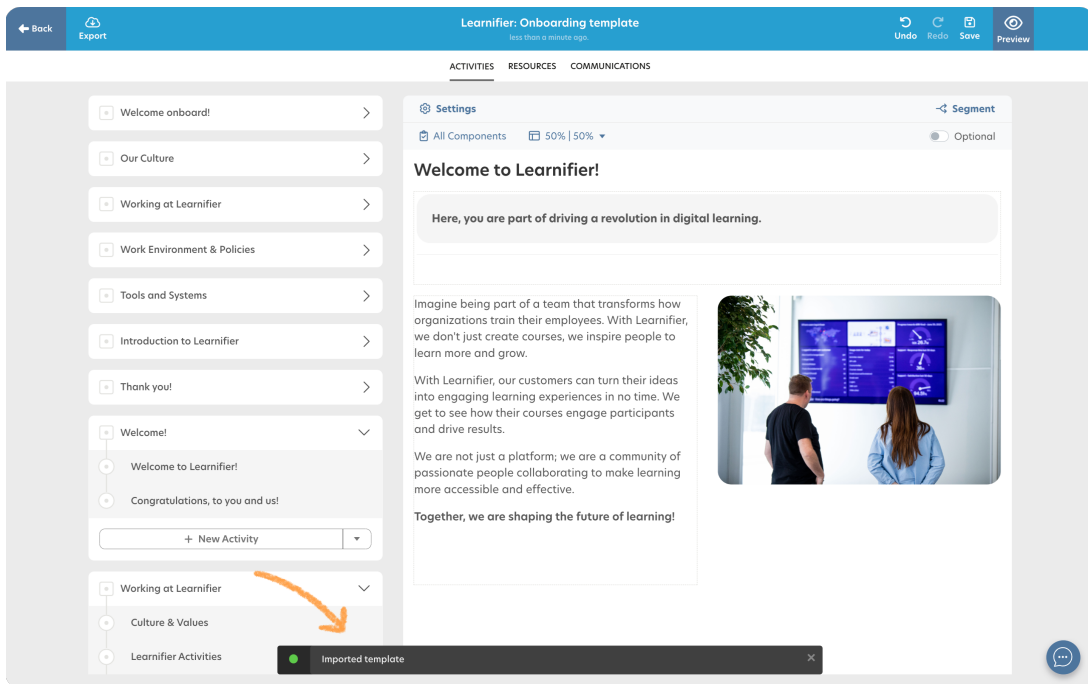
- + New Module
- Import templates

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.