



## 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 for 'Language' and 'Tags', a search bar, and a table of templates. The table has columns for NAME, LANGUAGE, TAGS, and AUTO-ADD. The templates listed are: 'DMM - Bättre arbetsmiljö' (Swedish, Off), 'GDPR i praktiken' (Swedish, Off), 'Learnifier: Onboarding template' (English (United States, Computer), Off), and 'Learnifier: Preboarding template' (English (United States, Computer), Off). An orange arrow points to the 'GDPR i praktiken' template. At the bottom of the table, it says 'Showing 1 to 4 of 4 templates' and 'Show 10 entries'. There are also 'Import', 'Export', and 'Add Course template' buttons at the top right of the section.

NAME	LANGUAGE	TAGS	AUTO-ADD
DMM - 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

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

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

Status: ACTIVE

Product Type: Course

Product Short Title:

Product Notes:

Update Notifications: OFF

Thumbnail  
crl://cocoboxpubl.apb/ra/2/4/ba24140b0d703d07205ad25db367c5eed067dace409349ccb5d67340bcb732b9f115a0fd252711661cc1d3ac26d495e04d110b3430c188cd78743d403879961

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.dabox.se/coursedesigndefinition-1.0"--><info><userTitle>Learnifier Onboarding</userTitle><userDescriptions>&lt;p&gt;&strong&gt;Welcome!&lt;/p&gt;&#13;
&#13;
&lt;p&gt;We are excited that you have chosen to be a part of our journey.&lt;/p&gt;&#13;
&#13;
&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;&#13;
&#13;
&lt;p&gt;Let's get started!&lt;/p&gt;</userDescription>
<thumbnailCrl>crl://cocoboxpubl.apb/ra/2/4/ba24140b0d703d07205ad25db367c5eed067dace409349ccb5d67340bcb732b9f115a0fd252711661cc1d3ac26d495e04d110b3430c188cd78743d403879961
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</wideThumbnailCrl>
</info><properties><property name="aleweb_migration">true</property><property name="cdd_version">3</property><property name="togglemode">activity</property>
</properties><components><component cid="cc2323fe-bab9-40a0-bf65-d6528b27cd71"><children><externalResources><properties><entry><key>title</key>
<value>Welcome onboard! </value></entry></properties></type></component><component cid="c253b5e3-48d0-488a-a9d3-476621babd3a"><children>
<child cid="634f9c45-e106-4b9e-9f8f-56ccf8b91dfd"><children><externalResources><properties><entry><key>position</key><value>A</value></entry><entry>
<key>title</key><value>Namn:ns.dasim /f5/c/val/usc/ent/rs/ent/rs/ksv/sim/MaxWidth/ksv/sval/usc/val/usc/ent/rs/ent/rs/material/orddir/11090543.

```

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

Learnifier: Onboarding template

ACTIVITIES RESOURCES COMMUNICATIONS

Welcome onboard!

Purpose & Goals

Say Hello to your colleagues

+ New Activity

Our Culture

Working at Learnifier

Work Environment & Policies

Tools and Systems

Introduction to Learnifier

Thank you!

+ New Module

+ New Module

Import templates

Settings

Segment

All Components 100%

Optional

### Purpose & Goals

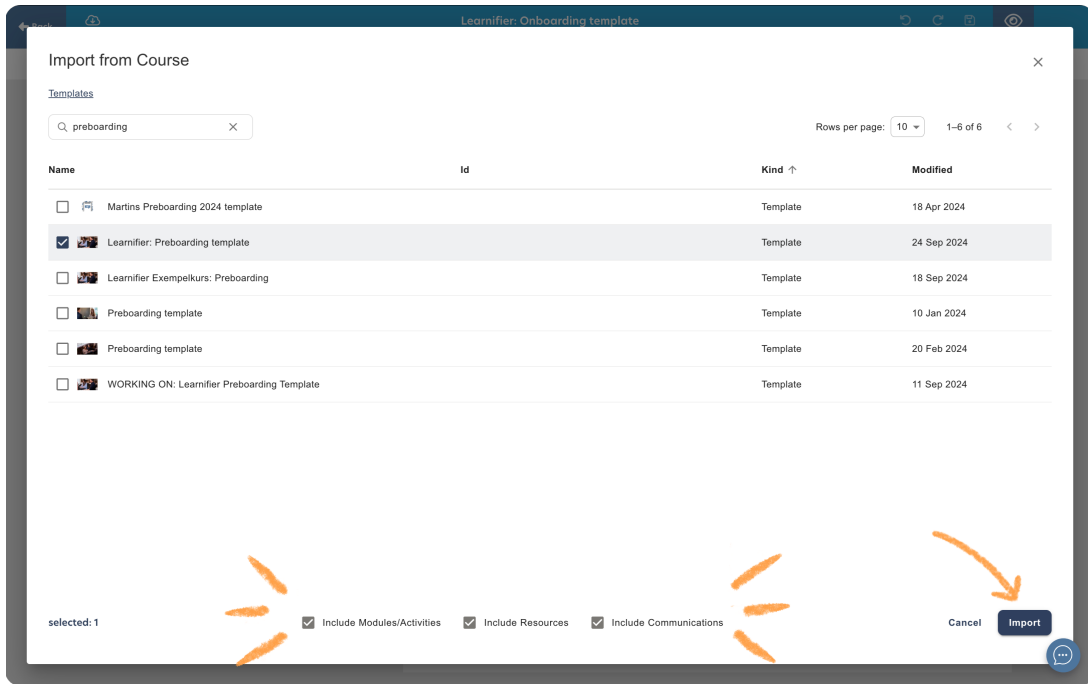
We want to help you hit the ground running!

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.

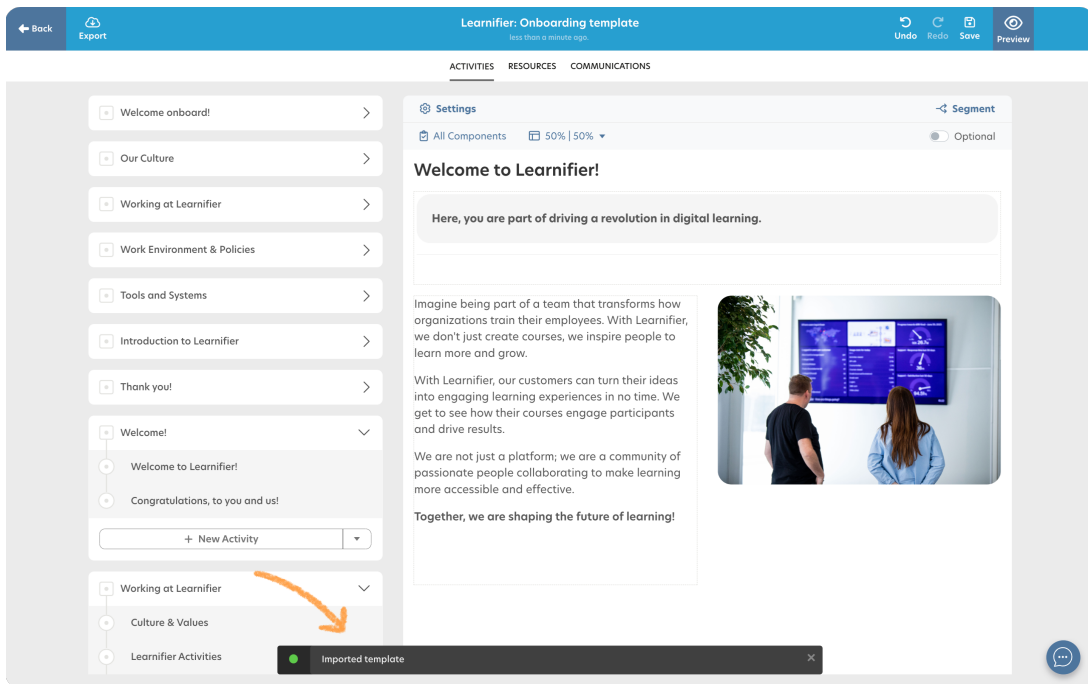
Welcome onboard!

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.