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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:

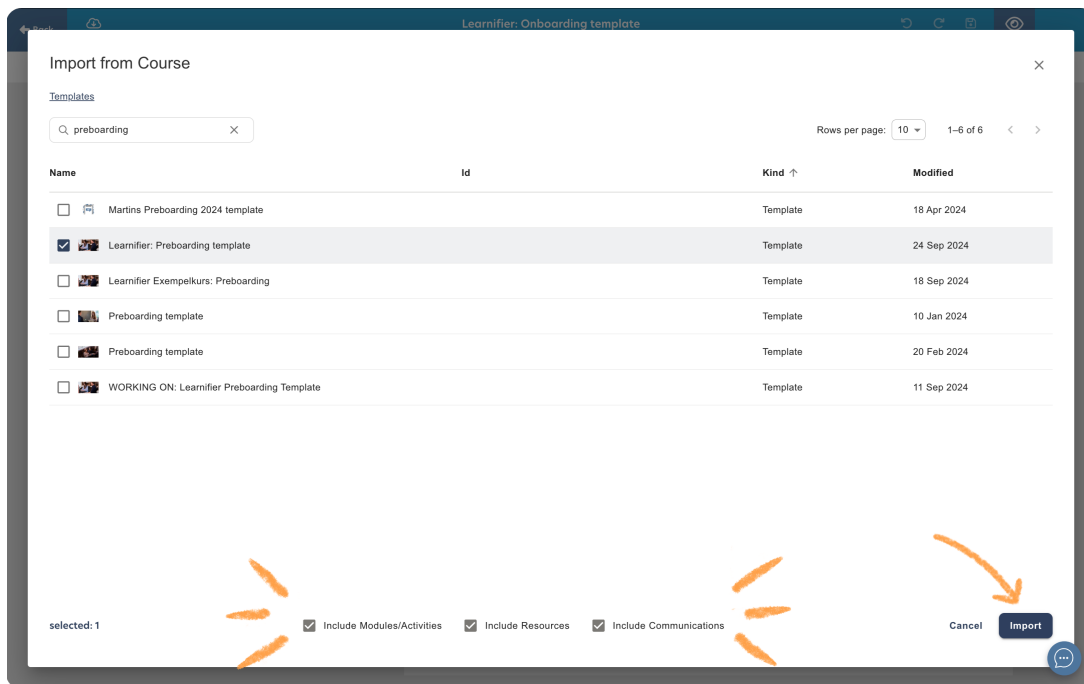
1. Navigate to the **"Courses"** section.

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 left sidebar contains a menu with items: HOME, PRODUCTS, CLIENTS, EMAILS, COURSES (highlighted), REPORTS, and SETTINGS. The main content area is titled 'Course templates' and features a table of templates. The table has columns for NAME, LANGUAGE, TAGS, and AUTO-ADD. Four templates are listed: '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. Below the table, there is a pagination control showing 'Showing 1 to 4 of 4 templates' and a 'Show 10 entries' dropdown. At the bottom right, there is a 'PREVIOUS 1 NEXT' navigation bar.

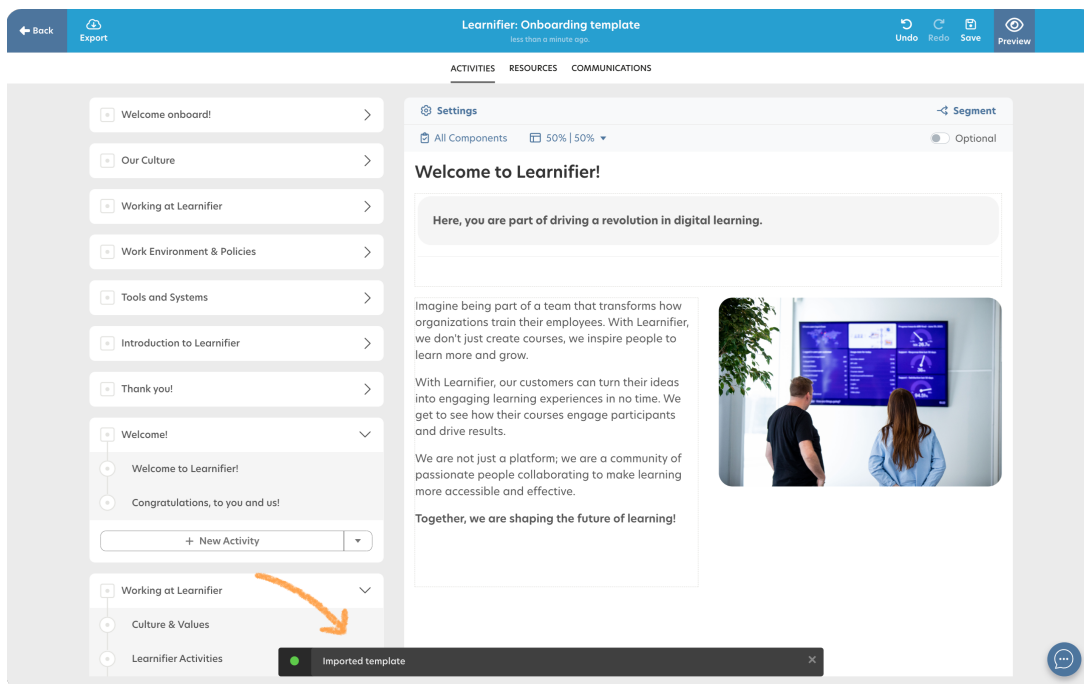
NAME	LANGUAGE	TAGS	AUTO-ADD
DMM - Bättre arbetsmiljö	Swedish		Off
GDPR i praktiken	Swedish		Off
Learnifier: Onboarding template	English (United States, Computer)		Off
Learnifier: Preboarding template	English (United States, Computer)		Off

2. Add or Select a Course Template

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



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.