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.

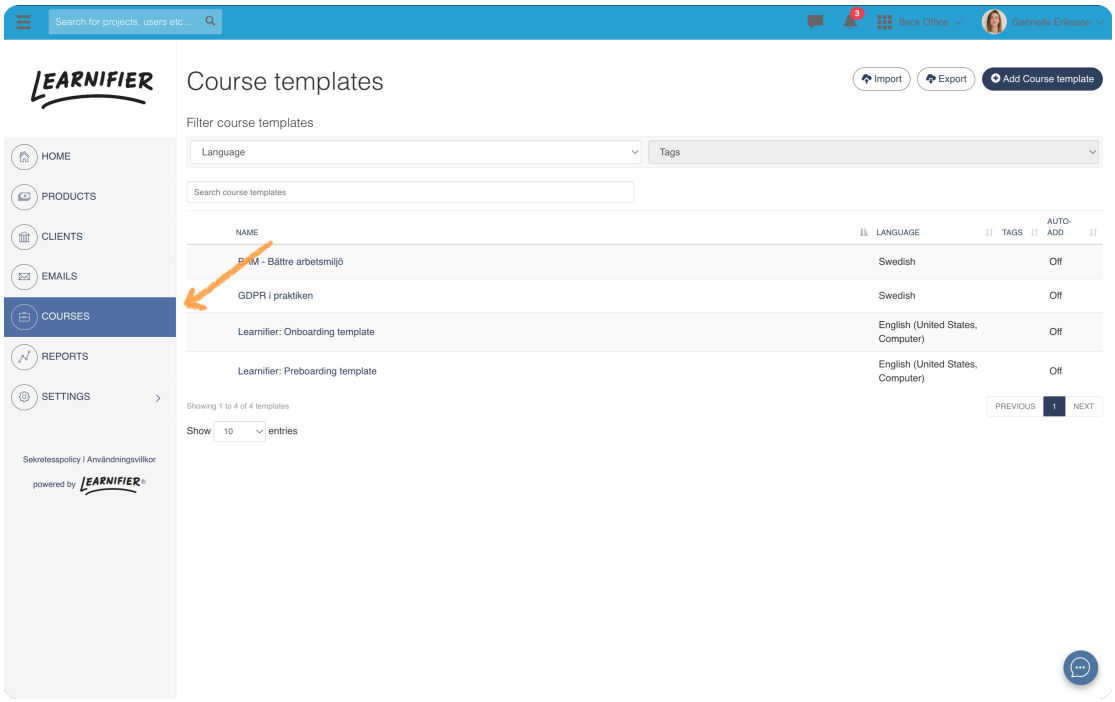
Available on price plan: Enterprise

How to Merge Course Templates

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

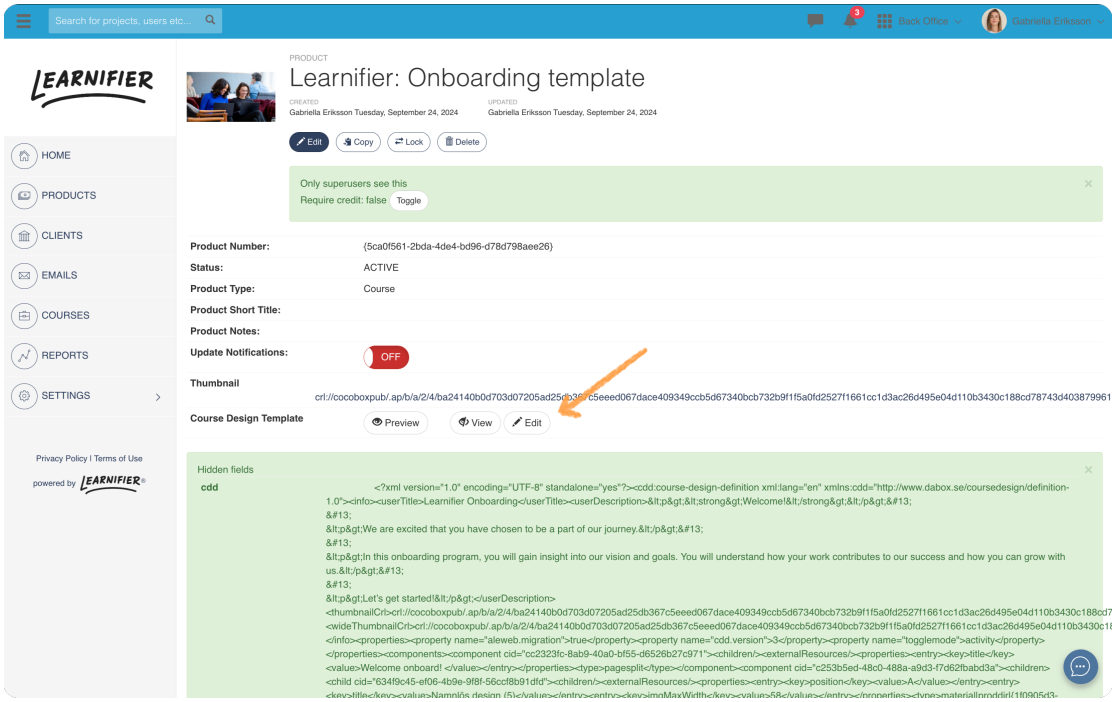
Step-by-Step Instructions:

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

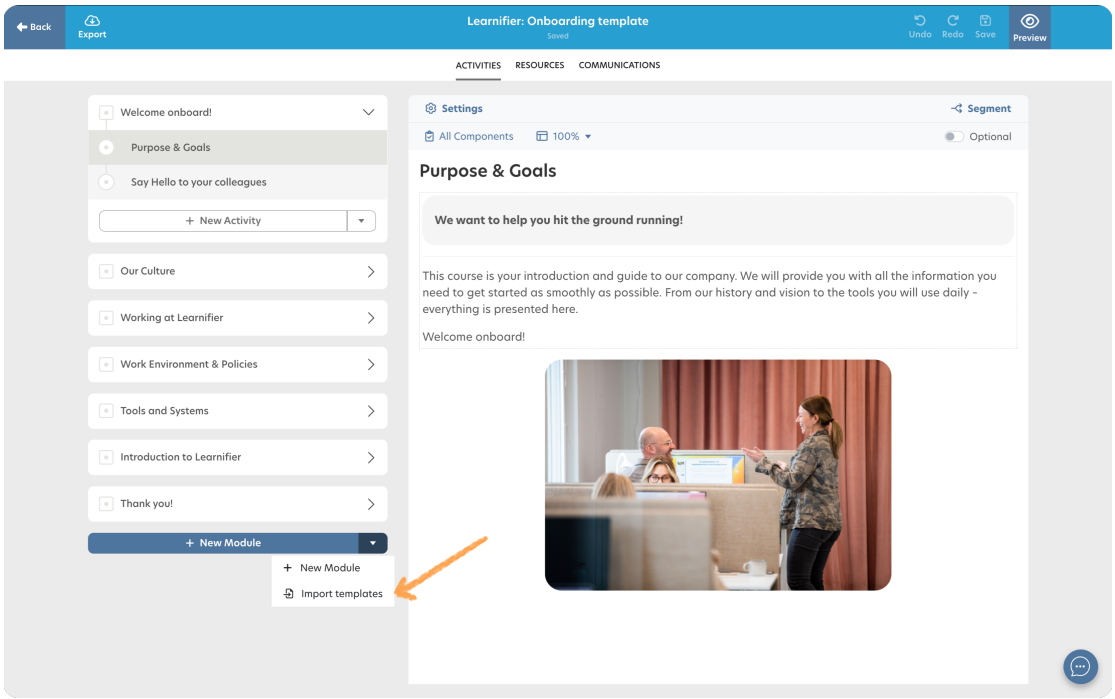


2. Add or Select a Course Template

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

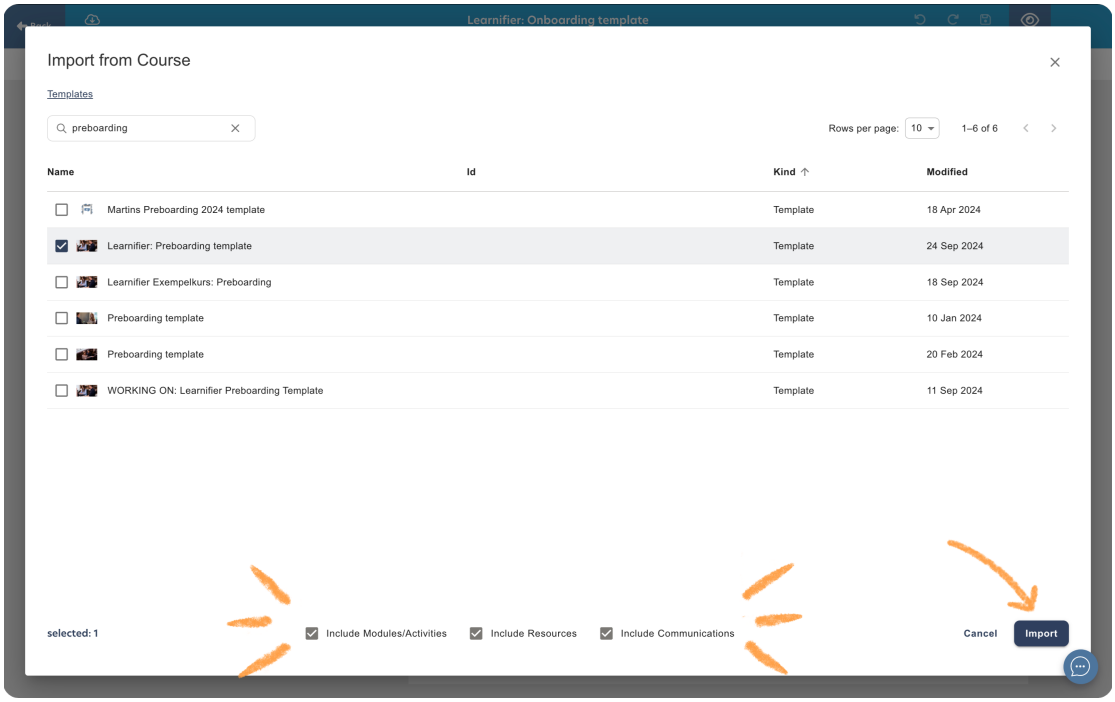


4. Go to **New module** and click on the arrow to select the **Import Course** option.

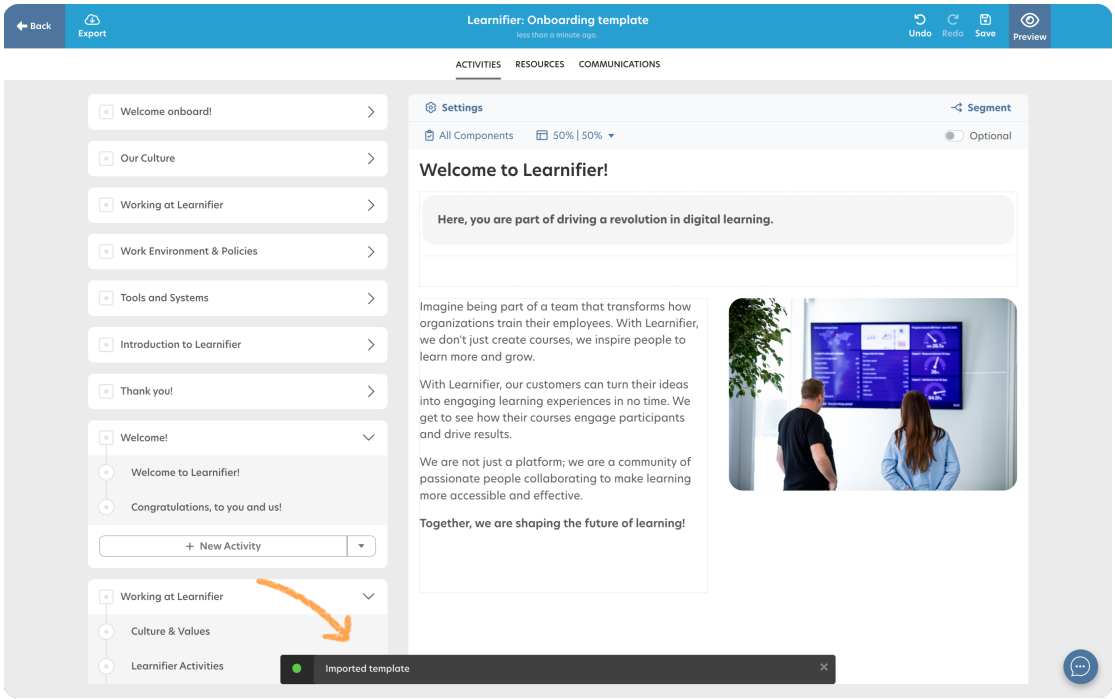


5. Select a Course Template to Import and decide which specific content (Modules/Activities, Resources, and Communication) you want to import into your current template.

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.