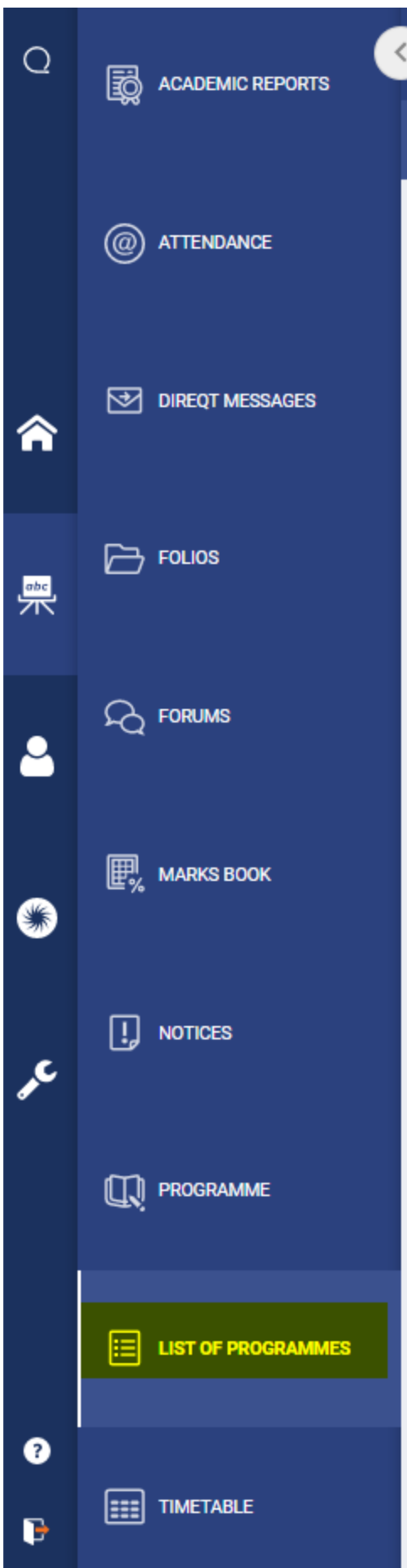


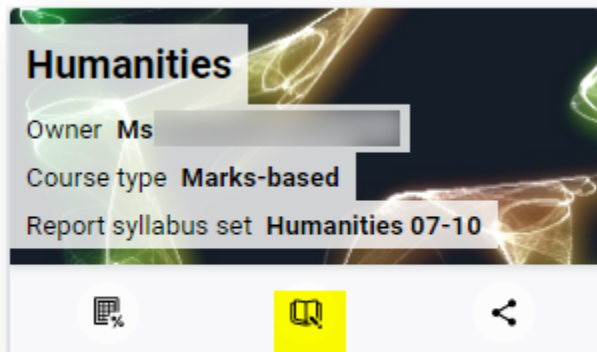
# Import Lessons from another Programme

*SEQTA Programmes are built up of lessons timetabled across the duration of a programme. If you have a lesson from another semester you can use the Import Lessons function to integrate them into your current programme.*

1. Navigate to 'List of Programmes' and find and select the program you wish to import lessons **to**,



2. Click on the edit program icon.



3. Navigate to the 'Program Tab' and click on 'Lesson Organise'

- Select the Import Lessons button from the toolbar to bring up the Lesson Browser popup.

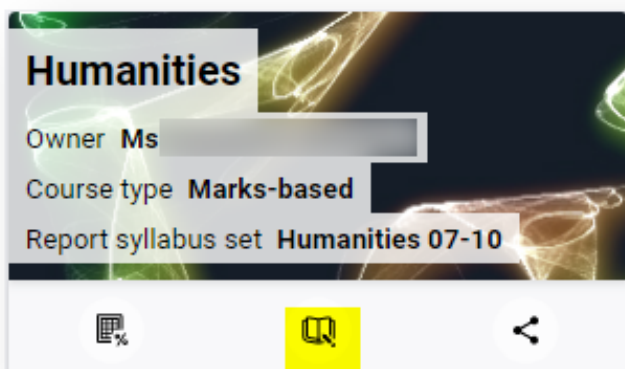
The screenshot shows the 'Humanities [2020.10HUF [2020]]' interface. At the top, there are three buttons: 'SAVE', 'REVERT', and 'IMPORT LESSONS'. Below these is a grid of lesson cards. Each card has a number in a circle, a lesson identifier (e.g., T1 W1), and a date (e.g., P5 30 Jan). The sidebar on the left contains the following navigation options: COVER PAGE, UNIT PLANNER, PLANNER, LESSON ORGANISER, ONLINE LESSON EDITOR, STUDENT/GUARDIAN PREVIEW, and OVERVIEW OF ASSESSMENTS.

Lesson ID	Lesson Identifier	Date
1	T1 W1	P5 30 Jan
2	T1 W2	P1 3 Feb
5	T1 W5	P1 24 Feb
6	T1 W6	P1 2 Mar
9	T1 W9	P1 23 Mar
10	T1 W10	P1 30 Mar
13	T2 W3	P3 5 May
14	T2 W4	P1 11 May
17	T2 W7	P1 1 Jun
18	T2 W8	P1 8 Jun

- Using the Lesson Browser popup, change the Semester and the Staff Member filters to search for the programme you wish to import lessons from.  
You may wish to include some search terms from the lessons.

The screenshot shows the Lesson Browser popup. It has a title 'Humanities' and three search filters: 'Owner Ms', 'Course type Marks-based', and 'Report syllabus set Humanities 07-10'. At the bottom, there is a toolbar with three icons: a document with a magnifying glass, a document with a checkmark, and a share icon.

6. After locating the lesson(s) that you want to import, you can select the checkbox for each of them and click the Import button to copy them into your current programme



7. The imported lessons now appear in your Unused Lessons area



8. You can now click and drag the lessons into the correct week to organise the order of your lessons



9. Remember to click the Save button to save your changes

