Importing a Course

Course Selection

In order to take the content from a previous course you may have taught and put those resources into a blank shell for a current or future semester, follow these steps:

1. Go into the Moodle course that you want the content to be imported to.

2. In that course, select the Course Management tab located on the top right of your Moodle course page.

3. Click Import under the Course Settings menu.

4. Select the course that you would like to import the content from.

   ![Find a course to import data from:]

   If the course is not listed, then enter the course code and number into the Search bar and select Search.

5. Select the course you would like to import from and then click Continue.

Initial Settings

6. If you want to copy every resource and activity from the old course select Jump to Final Screen. Moodle will begin importing your old course immediately.

7. If you want to select specific resources and activities to copy, select Next.
Schema Settings

8. All the content you have created on your Moodle course will be check-marked by default. You may click to uncheck the boxes with things that you do not want to copy over. Then select, Next.

Confirmation and Review

9. Once you have unchecked all the components that you do not want in your course, scroll down to the bottom of the page and click Perform Import.

Perform Import

10. Wait for the page to indicate the import is complete, then press, Continue.