Import Course Content

Course content from previous offerings can be imported for reuse. The entire course can be imported or just selected parts.

Importing a Whole Course

If something is not appearing correctly in your course, please do not import your course again. This will create a duplicate of everything in your course. First, try adjusting your course section numbers . If that doesn't fix the problem, please contact support.

Here's an interactive tutorial

*** Best experienced in Full Screen (click the icon in the top right corner before you begin) ***

12 STEPS

1. The first step is to open your Moodle Dashboard and click on the course for the current semester (the one you want to import content into)

Step 1 image
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2. Click More

Step 2 image
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3. Click Course reuse

Step 3 image
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4. Click Import

Step 4 image
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5. Scroll and click Search courses

Step 5 image
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6. Type the course number of the course you want to import

Step 6 image

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7. Click Search

Step 7 image

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8. Scroll and click to select the course you want to import

Step 8 image

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9. Click Continue

Step 9 image

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10. If you want to import all of the course content, scroll and click Jump to final step

If you only want to import part of the content, follow the other tutorial

Step 10 image

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11. Click Continue

You can safely ignore all technical information and warnings

Step 11 image

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12. That's it. You're done.

Tutorial completed.

Congratulations on finishing this tutorial.

Important Notes

- An extra **Announcements** discussion forum will appear that should be deleted.
- If **orphaned sections** appear, please adjust the number of sections in the course.

Importing Specific Items

1. Follow steps 1-9 above.

2. After the proper course has been chosen in step 9, use the checkboxes to mark what kind of material you'd like to import into the course. *Include activities and resources* is the most common option.

3. Use the checkboxes on the next page to indicate which specific materials you want to import. By default, all the materials are checked. Use the **Select All/None** options at the top to quickly check or uncheck the boxes. Then choose the individual items to import.
    * If you are not able to click on a specific box, look above it for a category header in bold. Check that category header to choose the items underneath it.

4. Click **Next.**

5. Confirm your choices on the next screen. If they are correct, choose **Perform import.** You can also choose **Previous** to go back and choose different items.

6. Continue with steps 8 and 9 above.

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