

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.

Important Notes

Tutorial completed.

Congratulations on finishing this tutorial.

- 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.