

## How to Import Course Content

A few important caveats shape what can and cannot be imported

- You may only import content from a course where you are a Teacher.
- Student data from previous semesters will never be imported.

But all of your Assignments, Quizzes, and other Course Materials can be transferred from course to course, semester to semester.

To make formatting your course easier in the long run, make sure both the new course and the one you are importing content from have the same format (see our guide to settings for more information on this).

You will need to start in the course **you wish to import content into**, and click your gear icon to access the “Import” option.

The image shows a screenshot of a Moodle course interface. At the top, a red arrow points to a gear icon with the text "from inside your course, click this icon". Below this, a red arrow points to the "Import" option in a settings dropdown menu, with the text "and select 'import'". To the left of the menu, a red text box with a white background contains the instruction: "Please make sure your course and the course you are importing have the same format (eg. 'Weekly' or 'Topics') — check your Settings!". The settings menu includes options like "Edit settings", "Turn editing off", "Filters", "Gradebook setup", "Outcomes", "Backup", "Restores", "Import", "Reset", "Competencies", and "More...".

from inside your course, click this icon

Please make sure your course and the course you are importing have the same format (eg. “Weekly” or “Topics”) — check your Settings!

and select “import”

- Edit settings
- Turn editing off
- Filters
- Gradebook setup
- Outcomes
- Backup
- Restores
- Import**
- Reset
- Competencies
- More...

gs (accessible by clicking the cog icon to the right of your course title). You

Next, you’ll be able to select the course you wish to import. Depending on how many courses you’ve taught, this list can be quite lengthy, so you may need to use the search function. Use the course name exactly as it appears in your Moodle dashboard.

## Find a course to import data from:

Select a course

Total courses: 3

**Please note!**  
**You can only**  
**import content**  
**from a course**  
**where you are**  
**a teacher.**

Course short name	Course full name
ENGL 1000_01 (Fall 16 Brown)	ENGL 1000_01 - Introduction to English (Fall 16 Brown)
<input type="radio"/> PHIL 1100_01 (Fall 16 Brown)	PHIL 1100_01 - Introduction to Philosophy (Fall 16 Brown) (Laughlin)
<input type="radio"/> OR...	OR...
<input type="radio"/> Brenna's Sandbox	Brenna's Sandbox

**here you will find a list of the courses you have taught in the past; select from this list**

**OR...**

**use the search tool to find your course**

Search

Continue

For a basic import with all the content and settings, just tick all the boxes and click “Jump to Final Step.” This process can take a little bit of time, depending on your internet connection and the size of the course being imported.

1. Course selection ► 2. Initial settings ► 3. Schema settings ► 4. Confirmation and review ► 5. Perform import ► 6. Complete

### Import settings

**for a typical import, select all boxes and click “Jump to Final Step”**

**Please note: student data will not be transferred.**

<input checked="" type="checkbox"/>	Include activities and resources
<input checked="" type="checkbox"/>	Include blocks
<input checked="" type="checkbox"/>	Include filters
<input checked="" type="checkbox"/>	Include calendar events
<input checked="" type="checkbox"/>	Include question bank
<input checked="" type="checkbox"/>	Include groups and groupings
<input checked="" type="checkbox"/>	Include competencies

Jump to final step Cancel Next

If you run into any trouble in importing your course content, please don't hesitate to contact Moodle Support for assistance.

You'll need to review your course materials and edit them accordingly. (For example, you'll probably find you have two Announcements pages now – go ahead and delete one.) And make sure you update your Course Outline and any relevant dates and deadlines.