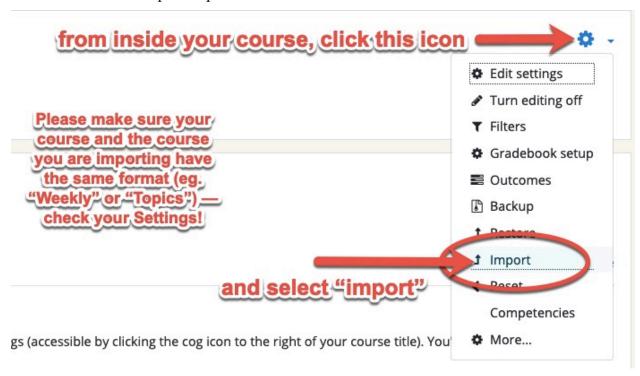# How to Import Course Content

A few important caveats shape what can and cannot be imported

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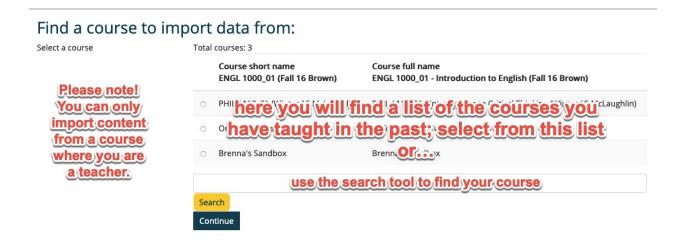- Student data from previous semesters will never be imported.

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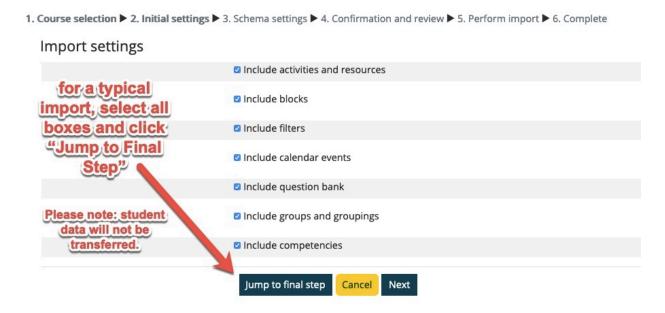
You will need to start in the course **you wish to import content into**, and click your gear icon to access the "Import" option.

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

	Course short name	Course full name
	ENGL 1000_01 (Fall 16 Brown)	ENGL 1000_01 - Introduction to English (Fall 16 Brown)
○	PHIL ~~...~~	~~...~~ cLaughlin)
○	O~~...~~	~~...~~
○	Brenna's Sandbox	Brenn~~...~~ x

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

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"

☑ Include activities and resources

☑ Include blocks

☑ Include filters

☑ Include calendar events

☑ Include question bank

☑ Include groups and groupings

☑ Include competencies

Please note: student data will not be transferred.

[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.