Quick Guide for …

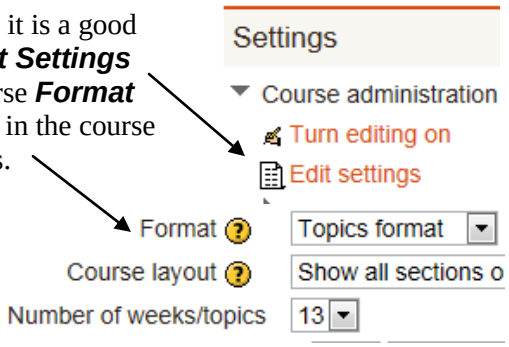
Using Import to transfer course materials from one course to another

The **import** option works very well for transferring course materials from one section to another or from a previous semester to another. Course data can be imported from any other course for which the teacher has editing rights. This will allow teachers to re-use instead of re-creating one or more activities and resources. Import adds data to an existing course and cannot be used to delete data.

This feature will not import student or teacher data, such as forum posts and discussions. However, it will import the structure of such activities. (If you wish to transfer student/teacher data, see the ***Quick Guide: Using Backup***.)

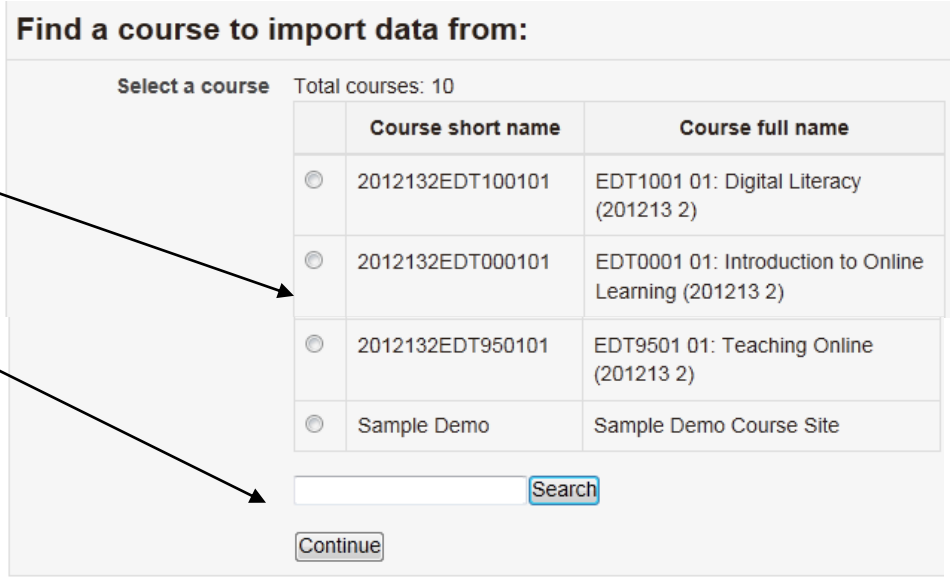
How to use import: (working from within the course that you want to copy data into)

1. **CAUTION:** If you are transferring materials into a course, it is a good idea to make enough room for the data by selecting the ***Edit Settings*** option from the ***Settings*** block on the left, and set the course ***Format*** and ***Number of Weeks/Topics*** to match or exceed those in the course from which you are getting the data, and saving the changes.

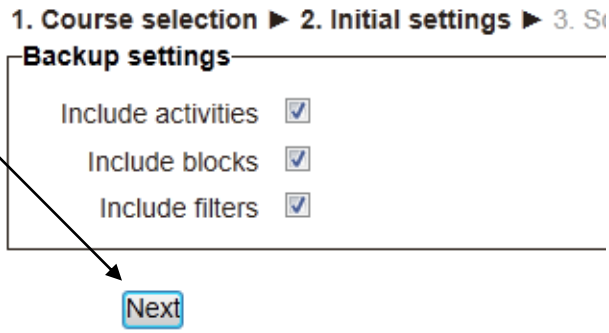


2. Select the ***Import*** option from the ***Administration*** block.

3. Through the ***Find a course to import data from:*** box, select or search for the course you wish to import materials from and click **Continue**.



4. A **Backup setitngs** winnow will appear where you can leve the 3 items check and simply click **Next**.



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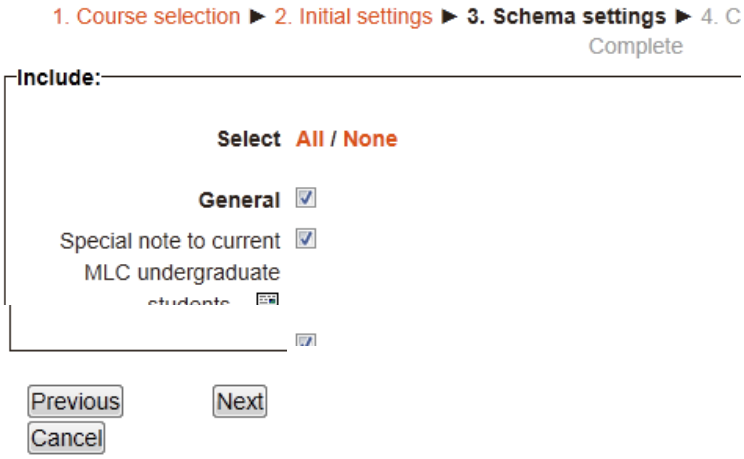
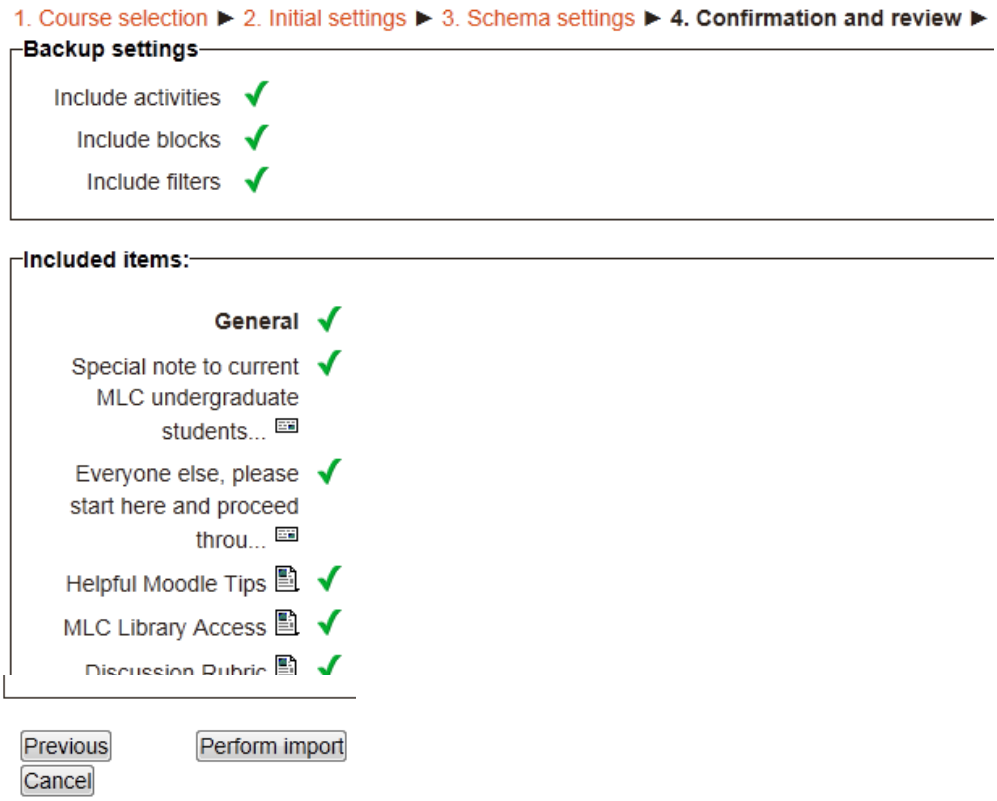
5. You will be presented a check box list from which you can select the spcific activities or resources you wish to import.

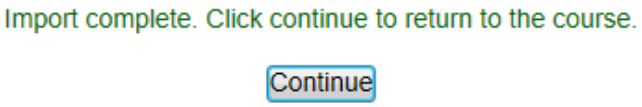
   If you want to import everything, simply click **Next** at the bottom of the list.



6. A **Confirmation and review** window will appear. Scroll to the bottom and either select Perform import to proceed, or Previous to go back and make changes.



7. A message should appear indicating that the import is complete. Click **Continue** to proceed to the course site which now contains the imported materials.



Help:

Remember to use the ? buttons found next to various items in Moodle and/or the **Moodle Docs on for this page** link found at the bottom of many pages in Moodle for online help.

Additional information on ***Import*** can be found at http://docs.moodle.org/en/course/import.

For personal assistance, please contact Jim Grunwald at mailto:grunwajr@mlc-wels.edu.

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