

## Quick Guide: **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** (objects). 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, you need to make room for the data by selecting the **Settings** option from the **Administration** 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.

**Administration**

- Turn editing on
- Settings
- Assign roles

Format ? Topics format  
Number of weeks/topics 13

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

3. Through the **Courses I have taught** box, select the course you wish to import materials from and click the **Use this course** button.

Courses I have taught MTH1001: Computer App

Use this course

4. You will be presented a check box list from which you can select the type of activities or resources you wish to import. At the end of the screen leave **Course files** and **Site files** set to **Yes** and **Grade histories** set to **No**. Then select **Continue**.

Include All/None

All/None

Assignments  
 Ex. 16: Critical Thinking (submit work here)  
 Forums  
 Ex. 10: Reliability (instructions)  
 Publisher sample review test  
 Course Materials (old)

Course files Yes



Site files used in this course ? Yes

Grade histories No

Continue Cancel

5. Scroll to the bottom of any additional screens, selecting **Continue**, until you return to your course with the imported data. Double check your imported course material to make sure it is what you were expecting.

### 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>.