Moodle: Import Course Data to a New Course

Course activities and resources may be imported by an instructor from one of their courses into another. This allows the instructor to re-use these items rather than re-create them. This process requires that both the past course and the new course exist on learn.redlands.edu.

**Part 1: Preparing the empty course for import**

1. Enter the empty Moodle course where you want the content to be imported into.
2. From the Administration block choose Course Administration > Edit Settings.
3. Scroll down and click the Course format section.
4. Set the Format box to your choice of either a Topics or Weekly format. Topics is the default format.
5. Set the Number of sections box to equal the number of Topic/Weekly blocks that are in the course you are importing from.
6. Scroll down and click the Save changes button.

**Part 2: Importing from a current course**

1. From the Administration block, click Import.
2. From the Find a course to import data from page, select the course you want to import from and click the Continue button.
3. From the Backup settings page, check the boxes of the items you want to import into the empty course.
   Note: If you are importing everything and want to skip steps, 4—7 below, click the Jump to final step button. Otherwise, click the Next button.
4. From the Include page, make sure a check mark is next to all the items you want to import. If you do not want all of your course content imported, deselect the items you do not want to include.
5. Click the Next button.
6. From the Confirmation and review screen, the items to be imported will have a green check mark next to them and the items that won’t be imported will be marked with a red X.

   If you need to go back and make changes, click the Previous button at the bottom of the page. Otherwise, click the Perform import button.
7. Wait patiently for the import process to complete; this process should only take a few minutes.
8. From the Import Complete screen, click the Continue button. Your course content has been imported into the appropriate content blocks.

**Best Practice tips:**

- If you have two News forums in your top, unnumbered block, delete one of them.
- Go through and check that all links and resources are up to date and still functional.