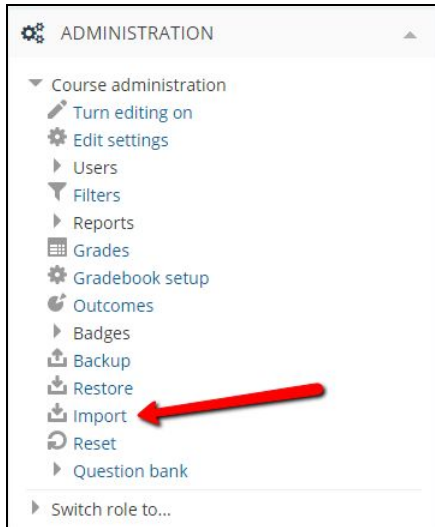




How to import content from prior courses

1. Open the Moodle course that the course content will be imported into
2. Find the “Course administration” block in the left perimeter of the course main page
3. Within the “Administration” block select the “Import” option



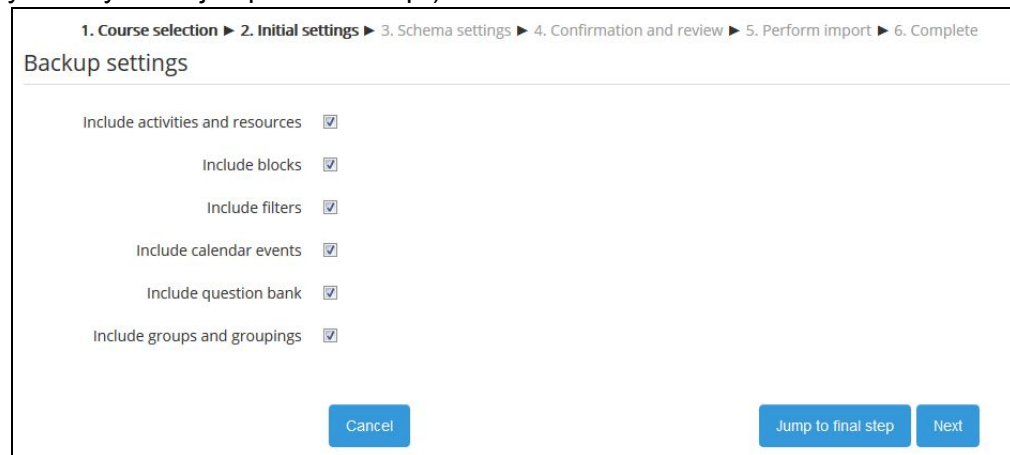
4. Open a new tab in your internet browser
 - Locate the course which you need the content from
5. Copy the course ID (e.g. 201511111)
6. Go back to the previous tab paste the course ID in the search box and select “Search”



7. Select the radial button to the left of the course name in the display and then click “continue”

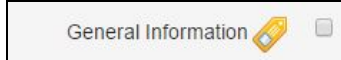


8. By default all settings will be selected
 - Deselect those settings you don't want. (If you want everything from the course, you may click “jump to final step”)



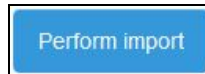


9. Press the “Next” button in the right corner to navigate to “Schema settings” where you will see a complete list of your course content
10. By default, all course components will be selected, so deselect the checkboxes for items you do not want to import.



11. Next, scroll to the bottom of the page and select the “Next” button to navigate to “Confirmation and review”
12. Look through the page to make sure everything looks correct.
 - If an item you want to import is not selected, use the “Previous” button, located at the bottom of the page, to navigate back to the prior stages.
13. If you are ready to import, scroll to the bottom of the page and select the “Perform

import” button to navigate to import



14. When complete the message “Import complete.” Click continue to return to the course.

