

# ITRC Guide

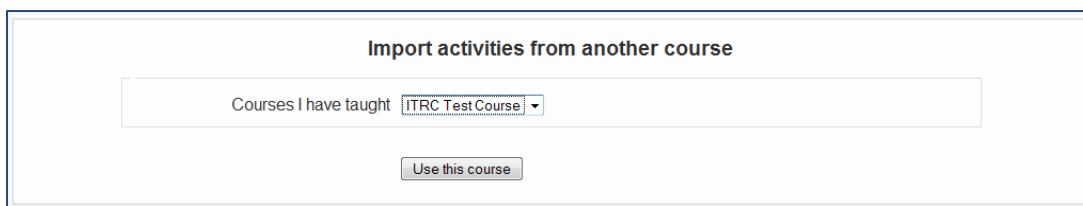
## Importing Course Content

### How to Use the Import Tool in Moodle ISU

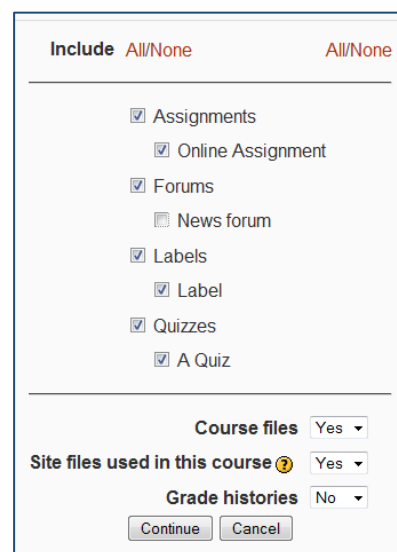
The Import function allows course content to be moved from one course to another **within the same academic year**. User data (student files) will not be imported with this function.

Login to the course to which you wish to import content.

- 1) From the course homepage, locate the Administration block and click Import link. Select Import activities from another course from the options. This will show a list of courses for which you have been listed as an editing teacher. Choose the course that houses the data to import.



- 2) The Import course data screen will show the course content that may be imported. Select the content to be imported. *Note: Deselect the News Forum.*
- 3) At the bottom of the page, click the Continue button.
- 4) A list of files to be imported will be displayed. Click the Continue button at the bottom of the page. Be sure to wait for the page to finish loading.
- 5) The next screen will display the files pulled from your previous course. Make sure the process completes before placing the exported files into your current course.
- 6) Once the import process has completed a confirmation message will be displayed.
- 7) Click the Continue button to return to the course homepage. Imported course content should be visible. *Note: Manually added calendar events and topic headings (summaries) will not be imported.*



For more information please see the teacher documentation at <http://docs.moodle.org>



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