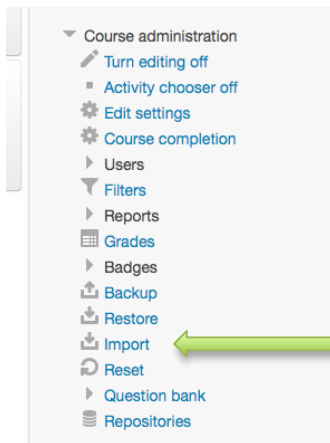


Yu-Can Moodle Step-by-Step

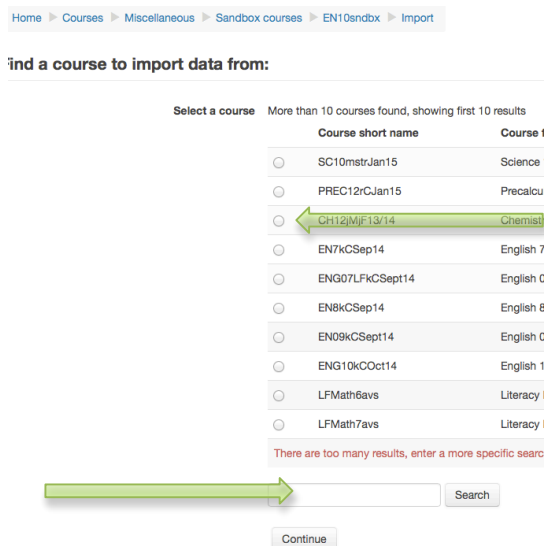
How to import content from one course to another

A teacher can import content from any other course as long as they have editing privileges for both. Here's how:

1. Open the '**working**' course (the one to which you will be adding content)
2. Go to Administration > Course administration > **Import** (as follows):



3. On the 'import' page, **select** the button for the course from which you will be importing content. (You may have to search for it first):



> hit '**Continue**'.

4. Initial ('backup') settings page: **check** your selections (*usually everything would remain checked*), then hit '**Next**':

1. Course selection ▶ 2. Initial settings ▶ 3.

Backup settings

Include activities and resources

Include blocks

Include filters

Include calendar events

Include question bank

Include groups and groupings

5. Schema settings:
a. Hit '**None**'

1. Course selection ▶ 2. Initial settings ▶ 3. :

Select [All / None \(Show type options\)](#)

General

- b. Then **select** the relevant resources and activities you want to import. **Note:** you will have to **select** each section heading title first to **activate** the check boxes for that section:

Becoming an Internet Detective

EP ONE:View the video on the right for an ...

STEP TWO:In this section of the course you will le...

Is Plagiarism a BIG Deal?

Becoming an Internet Detective

EP THREE:Click on the links below to: s...

ASSIGNMENT: Becoming an Internet Detective

Becoming an Internet Detective Details

MARKING GUIDE: Becoming an Internet Detective

- c. **Scroll** to the bottom and hit '**Next**'
6. Confirmation and review page:
 - a. **Scroll** to bottom > '**Perform import**'

IMPORTANT:

Note that your imported content will appear in the same ordinal section as they were in the original course; i.e. if you take a 'book' from, say, the fifth section of the original, it will appear in the fifth section of your working course.

*The 'Introduction' section in every course is not numbered. Therefore, your first actual section (named by default as 'Topic 1' but has probably been renamed by the course author) appears on the course main page as the second section down.

****Turn editing on** to move the imports to the right location in your course.*

TIP:

If you plan to bring in a **complete stand-alone section**, you may want to create a **new blank** section in your working course first, and drag the blank to the right location within your course, **before** you do the import. This will help keep your imported content organized and more easily locatable.

Note: when importing to a blank section, the **section title** will import too, along with the content.