

# Moodle Import Course Data

Course activities and resources may be imported from any other course that the teacher has editing permissions in. This will allow teachers to re-use instead of re-creating one or more activities and resources.

## Audience

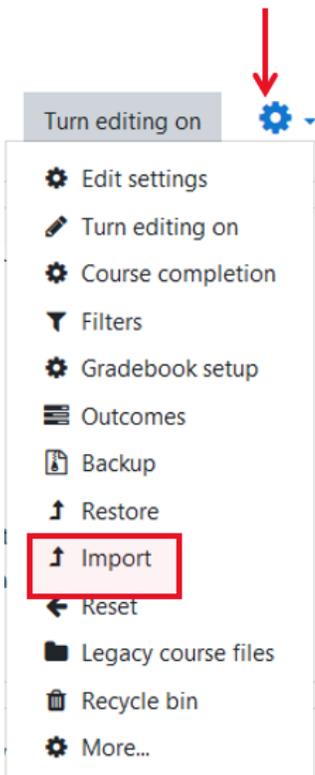
Faculty	✓
Staff	✓
Students	✗
Others	✗

## Step-by-step guide

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### Step 1: How to import activities or resources

Within Moodle, navigate to your course and click on the gear/cogwheel icon top right of your course and then click 'Import.'



### Step 2: Search the Course

Search and select the course you wish to import from and click *Continue*.

## Find a course to import data from:

Select a course

Total courses: 1

	Course short name	Course full name
<input checked="" type="radio"/>	Nancy's Test Course	Nancy's Test Course

### Step 3: Import Settings

Select the following elements to include in the import in the import settings step and click on 'Next'. Important Note: For exams/quizzes, make sure the box is checked to include question bank. However, if your course or department has a large question bank the next step will take some time to load.

1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ 5. Perform import ▶ 6. Complete

### Import settings

Include activities and resources

Include blocks

Include files

Include filters

Include calendar events

Include question bank

Include groups and groupings

Include custom fields

### Step 4: Select elements

First, select 'None'. This will uncheck all elements.

Include:

Select  
All /  (Show type options)

Next, select the elements you want to include in the import in the Schema settings step.

Example:

→  Exams

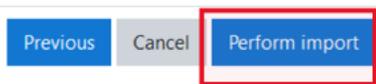
→  Exam 1- Requires Respondus LockDown  
Browser + Webcam

Click 'Next'.



## Step 5: Review and Perform import

Review and click *Perform import* or click the cancel or previous buttons. The confirmation page will place green check marks and red marks next to the backup settings and include item list for you to review.



You should see the "Import complete. Click continue to return to the course." message, or an error message indicating that the import process did not take place.

## Step 5: Move items

If the course activities and resources that you imported are not located on the topic/week you will have to move them to the correct place in the course.

Turn Editing On

Click on 'Tabs edition utilities' located at the bottom of the course. Click on 'Disable' to change to 'Enable.'

**Tabs edition utilities** ▼

### Move current topic

- Home
- Syllabus
- Resources
- Week 1
- Week 2
- Week 3
- Week 4
- Week 5

*Move current topic to left/right of selected topic*

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### Asynchronous edit actions

→ **Enable**

*Use this action in order to move resources between topic tabs. It only disables the asynchronous actions in current session, it is not permanently.*

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### Duplicate current topic

**Duplicate**

*Used to duplicate the resources of current topic in a new topic*

Look for the activity or resource that needs to be moved and click on the blue up and down arrow.



Meet the Librarian 

Go to the topic/week it needs to be located and click on the black arrow box to place the activity or resource there.



Related articles