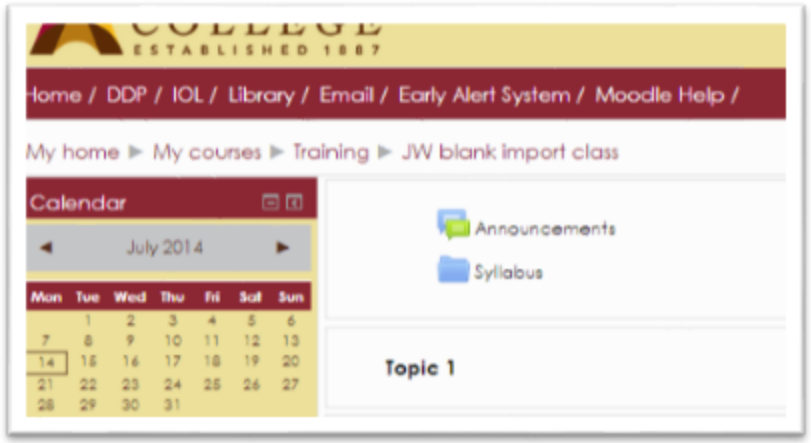
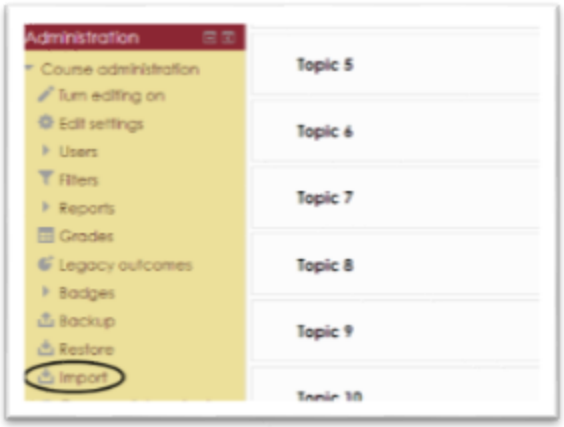
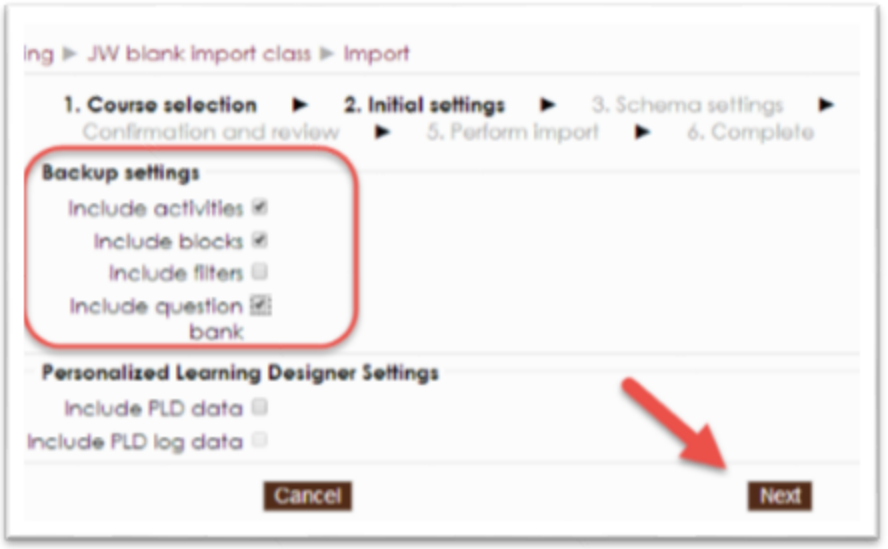
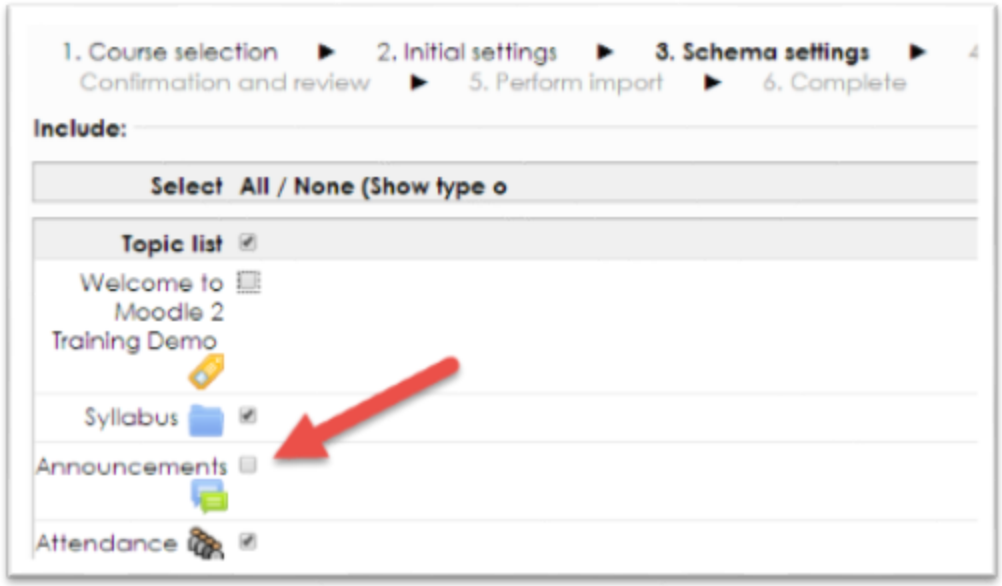
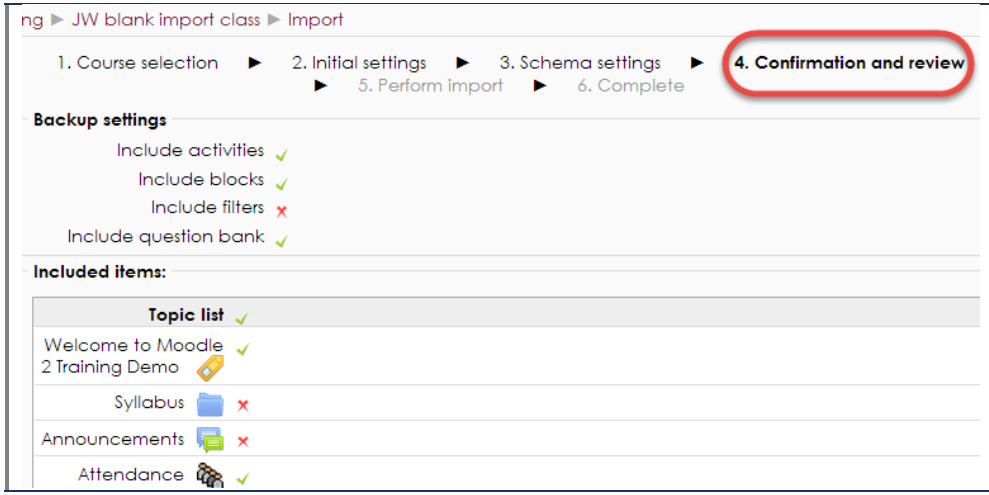
Technology Services
414-382-6700
helpdesk@alverno.edu

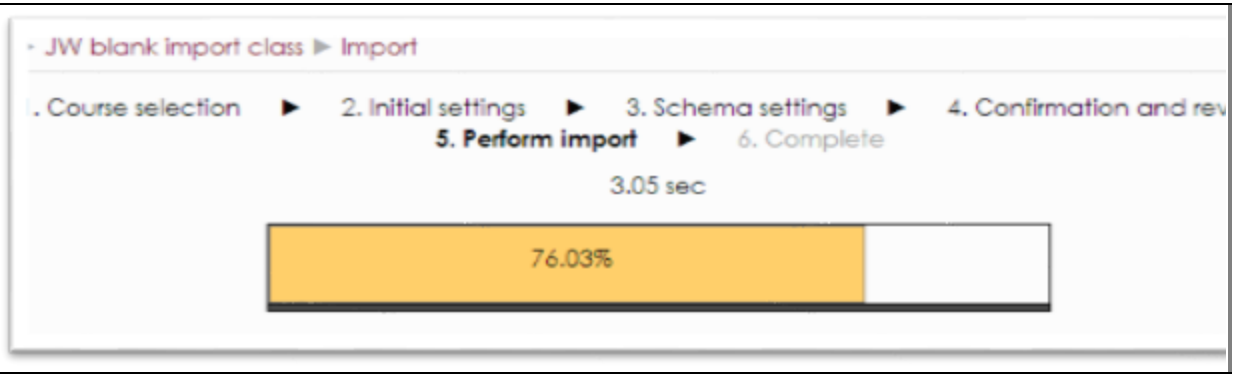
Importing Content into Moodle 2.6

Importing course content is a great way to transfer material from an old course to a new course. This process is similar to cloning but involves fewer steps and only works with recent courses. For courses that are not taught every year or semester, make sure to back up the course for archiving and use Moodle's restore process.

Task	Screen Shot
1. Navigate to new Moodle course	
2. From the settings block, select Import.	

Task	Screen Shot
Course Selection 3. Select the course that you would like to import data from or enter the course number into the search box. 4. Click Continue.	
Initial Settings 5. Choose material to be imported • Include Blocks only if you have created custom blocks. • Deselect Include Filters. • Select Include Question Bank to bring questions forward. 6. Click Next	

Task	Screen Shot
Schema Settings 7. Uncheck activities and resources that you do not want included (Note: Announcements and a syllabus folder are already present in your new course). 8. Scroll down and select Next.	
Confirmation and Review 9. The next step is the confirmation step. Review activities and resources you have selected. A green check indicates import and a red X indicates material that will not be imported. 10. Scroll down and select Perform Import..	

Task	Screen Shot
Perform Import **11.** Durring the import process, you will see a progress bar.	
12. Click Continue to return to your class.	
13. Review th ecourse to confirm proper import.	