

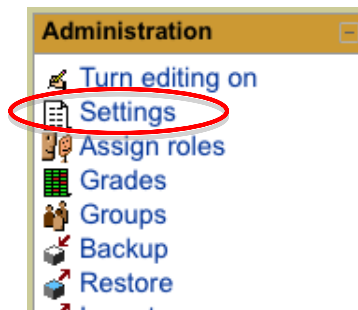
# Import Tutorial

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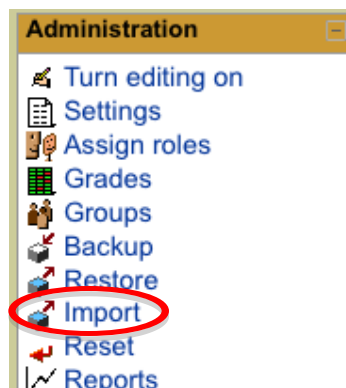
The Import tool in Moodle is an easy way to move all of your course data from one course to another. Importing course data copies activities and resources. It does not copy student data, such as grades and forums posts. This is a great tool if you are starting a new semester with new students and just want to move the content of the course.

To import your course content, do the following:

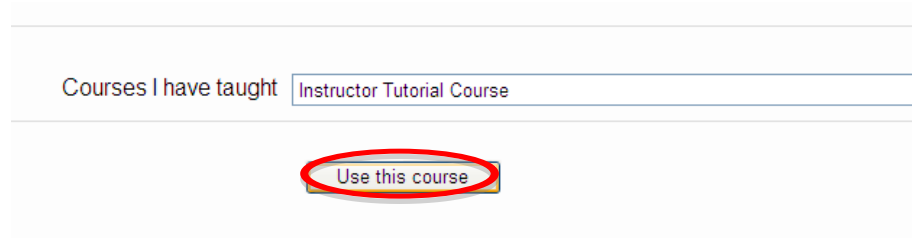
1. Go to the course homepage where you want your data to be imported to. From the *Administration* block on the left, click the **Settings** link.



2. Change the *Number of weeks/topics* setting to "52". Scroll to the bottom of the page and click **Save changes**. This step ensures your content will be copied over correctly and placed in the appropriate section of your Moodle course.
3. Back in the course homepage where you want your data to be imported, click the **Import** link from the *Administration* block on the left.



4. From the *Courses I have taught* dropdown box, select the course that you want your data to be imported from. Then, click the **Use this course** button directly under that dropdown menu.



Courses I have taught Instructor Tutorial Course

Use this course

5. By default, all of your content is marked to be imported. If you wish to exclude some content, you may do so by unchecking items you do not want.
6. Scroll to the bottom of the page. Click **Continue**.
7. The next page confirms everything that will be imported. Confirm everything is correct and scroll to the bottom of the page. Click **Continue**.
8. The import process will begin. You should see a running log of the import progression. This process may take several minutes if you have a large amount of content. Wait for the page to finish loading. You should see a confirmation that the import has been successful. Click **Continue** on both of the following screens.

Exported data from 'from' course successfully.  
Continue to import into your 'to' course.

Continue

Import complete! Continue to your course

Continue

9. You will now see all of your course content. Confirm that everything imported correctly. You will need to reset the dates of your assignments and quizzes to correctly reflect this semester's dates.
10. It is also a good idea to trim your number of weeks/topics to appropriately fit your course content. Repeat steps one and two to change your number of weeks/topics from "52" to the appropriate number that fits your imported content.