

## Importing a Course

In order to take the content from a previous course you may have taught and put those resources into a blank shell for a current or future semester, follow these steps:

1. Go into the Moodle course that you want the content to be *imported to*. In that course, under the **Administration** block, click **Import** ❶
2. The courses you have taught will be listed here. Select the course which has the content you wish to import and click **Continue** ❷
3. The backup settings page lists the general data categories from your old course that will be carried over to your new one. It is strongly suggested to leave these checked. Click **NEXT**
4. The *Include:* page will show all of the resources in the course you are importing. All the content you have created on your Moodle course will be check-marked by default. You may click to **uncheck** the boxes with things that you **do not want** to copy over. For example, you will have an **Announcements** forum by default in all courses, so you can uncheck that forum ❸
5. Once you have unchecked all the components that you do not want in your course, scroll down to the bottom of the page and click **NEXT**
6. The next page is for you to review and confirm that you wish to have these items in your course. When you are sure that everything you desire is there, scroll down and click **PERFORM IMPORT**
7. Wait for the page to indicate the import is complete, then press **CONTINUE**

