Using the Import tool to copy content between Moodle Courses.

Introduction
Moodle uses an import method to copy content from one course to another – essentially pulling a copy of the content from a source course and then adding it to a destination course. This assumes that you have a source course with pre-loaded content (for example, a course from a previous semester). The process of importing content is a simple one, as long as the correct steps are taken. The following tutorial shows this step-by-step process.

IMPORTANT NOTE: at the end of this tutorial, there is supplemental information on facilitating the import process.

Using the Import tool

Step 1: To begin, choose the course you would like to import the content too.

Step 2: Click on the Course name to enter it.
Step 3: Once in the course, click on Import

Step 4: Select the course that you wish to import data from

Step 5: Click Continue
Step 6: The *Initial Settings* page will appear

![Initial Settings page](image)

Step 7: Select/Deselect the appropriate *initial settings*

![Backup settings](image)  
![Personalized Learning Designer Settings](image)

Step 8: Click *Next*
Step 9: The *Schema settings* page appears

Step 10: Select the content that you wish to import over by checking the appropriate boxes
Step 11: Click **Next**

Step 12: The **Confirmation and review** page appears

Step 13: After reviewing your selections you may either click **previous** to make changes or **perform import** to move forward.

Step 14: Once the import is finished, click **continue**
**Conclusion**

We hope this guide was helpful.

For more information about online course development, please visit the TLiTC or contact us via email at tlitc@bhcc.mass.edu.