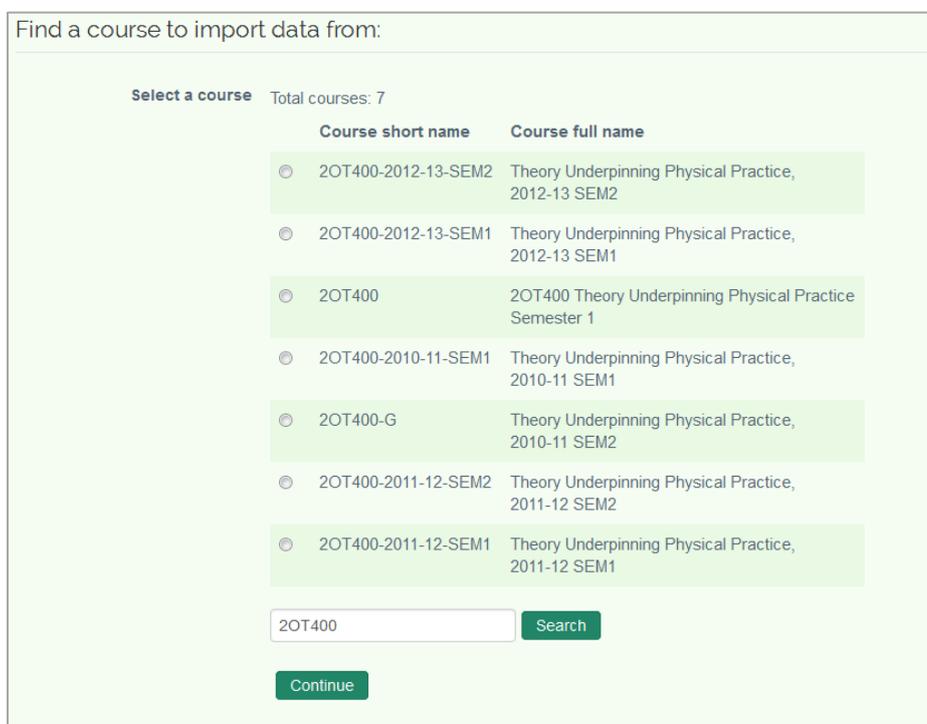
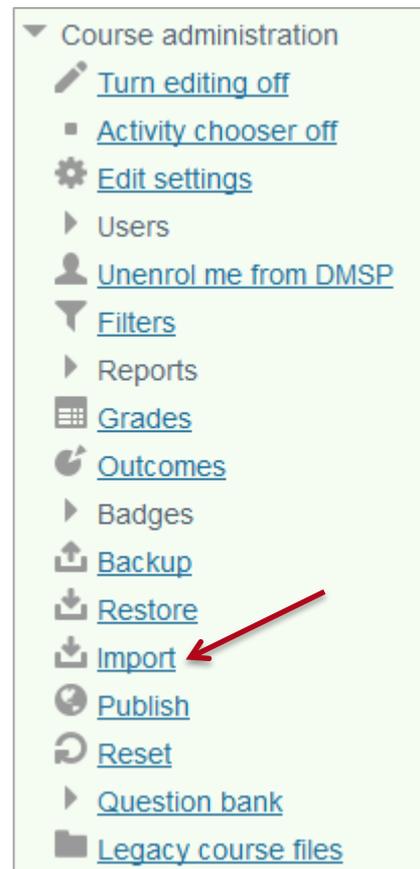


Importing Content

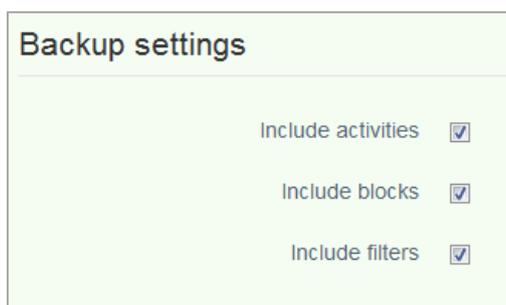
This skill sheet will explain how to import content from other courses that you have access to. You will only be able to import content from courses where you have editing permissions. This will allow you to re-use activities and resources. Importing content does not include historical data such as any student data and forum posts.

To import content from a previous course, follow these simple instructions:

1. Open the module you would like to import content into.
2. In the **Settings block > Course administration** click on the **Import** link. This setting will allow you to import content from other courses you are enrolled in Moodle.
3. Search for the module (course) you would like to import content from. You can search for the course by entering the **module code** in the search box – this will find all the courses in Moodle with that module code.



4. Select the course and click **Continue**. This will start the import process.
5. You now have the option to select the type of content you would like to import Activities, Blocks and Filters. You can deselect both blocks and filters. Click **next** to move through the import process.



6. Now select the activities you would like to copy over – you may not want/need to copy all the content and resources over from the previous year. **Do not import old assignments, they contain out of date information and settings. Create a new assignment(s) once the import process has finished.** Click **next** to continue.

Include:

Select [All](#) / [None](#)

General

Announcements 

Module handbook 

Topic 1

Introduction to the Module 

introduction to therapy approaches 

This Week's SOL: Please review the quantitative p... 

7. You will now see the **Confirmation and review** page – this page highlights the content you have selected to copy over. The resources with a green tick next to them are the ones you have selected to copy.

Included items:

General

Announcements 

Module handbook 

8. Once you are happy you have selected the correct resources to import – click the **Perform import** button. This will start the import process – you will get a confirmation message when the import process is complete.

Import complete. [Click continue to return to the course.](#)

9. Spend some time reviewing the imported content and make sure that the information is up-to-date and accurate.