Import Items into the Another Course (Target Course) in Moodle

1. Open the course you wish to import item(s) into.
2. Select gear icon from the course banner, then select "Import".
3. The *Find a course to import data from* page will open and the page will list up to 10 courses available for you to copy. If you do not see the course you wish to copy on the list, in the *Search* field (at the bottom of the page), enter the exact course name (department and number) and click **Search**.
4. Under *Select a Course*, select the radio button for the course you will copy from and click **Continue**. The *Initial Settings* page will open.
5. On the *Initial Settings* page, under *Import settings*, select the check box for the types of content to copy (activities and resources, blocks, filters, calendar events, and/or question bank); all will be selected by default, then click **Next.** The *Schema settings* page opens showing the s*ections* on the course page you are copying and the activities and resources they contain.
6. On the *Schema settings* page you will select the item(s) to copy. By default, all sections and the items in them are selected. Click **None** (at top) to deselect all Sections as well as the activities and resources they contain.
7. Scroll down to locate the *Section* you created for the items you will copy into your course and select the checkbox for the Section and the checkbox(es) for the item(s) to copy.
   Note: You will not be able to select an item unless the Section it is in has been selected.
8. Click **Next**. The *Confirmation and Review page* will open. Review the items. Items that will be copied have a green check mark. Items that will not be copied have a red X.
   - To make changes, click **Previous** (at bottom) to return to the previous setup page.
   - Once selections are correct, click **Perform import** (at lower right). A "Complete" message will appear at the top of the page.
9. Moodle will copy the contents you selected into your course. Depending on the size and number of items to copy, this may take a few moments. You should see a progress bar as the import process proceeds. Once the import process is complete, a confirmation message appears.
10. Click **Continue.** You will be returned to your course page with the Section containing the copied item(s) added.
    Note: If you followed the instructions above to set up a new section in the originating course, but do not have as many sections in your new course, you may see a message indicating there is "orphaned" content. Click (at bottom) to create enough new sections for the copied content to appear.
11. Once the copied items are visible you can drag them into the Section where they will be used in the new course.