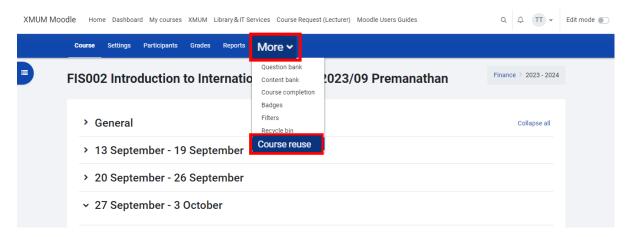


Copying Course Materials from Another Course (Course Import)

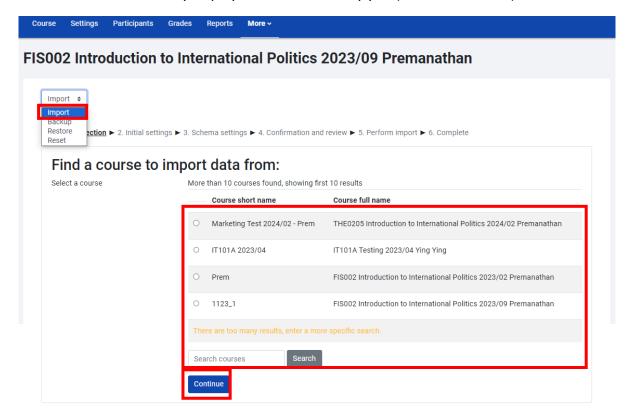
The easiest way to copy your course material from inactive course on Moodle is to use the **Import** function to copy your course materials from one course to another.

1. Go to the new course that you want to import into, and click on the **More** and select **Course reuse** from drop-down list.



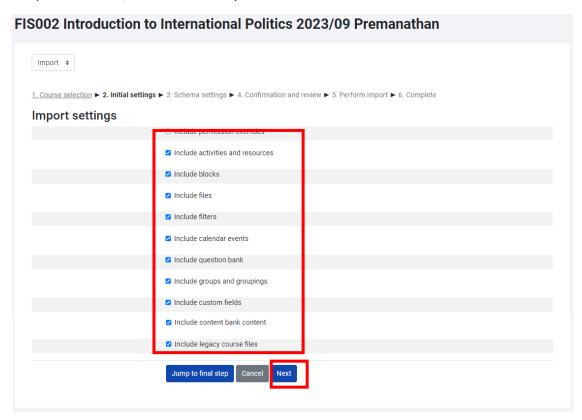
2. Select **Import** from the drop-down menu from the **Find a course to Import data from,** then select your course to import from and click **Continue**. If the course is not listed, use the **Search** box.

Note: This list will only display courses created by you (course instructor).

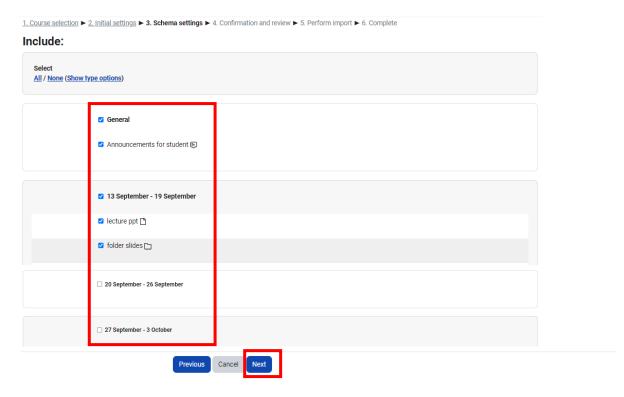




3. On selection of course's content or material that you want to include in the import, select all if requires. If you would like to exclude activities and resources, blocks or question bank, uncheck the respective box or boxes and click **Next.**



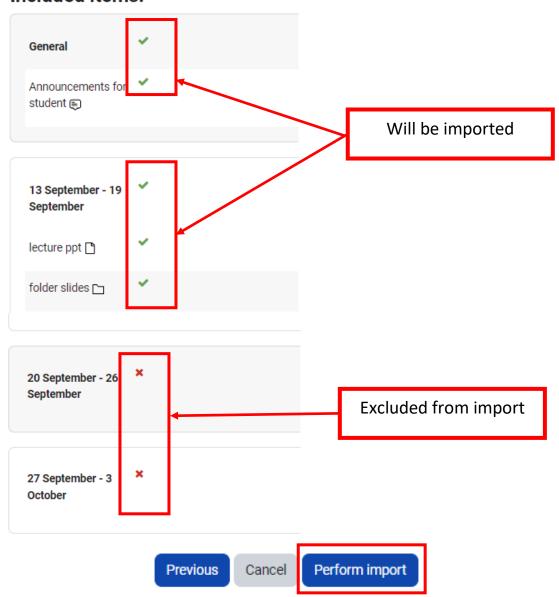
4. At the page that shows all of the files on your course site, deselect any files that you do not wish to transfer and then click **Next.**





5. View everything that will be imported. If there are any mistakes, fix them at this point by clicking **Previous** and going back to the pages before. Once you are satisfied with everything that has been imported, select **Perform import.**

Included items:





6. Select **Continue** on the next page and you will be redirected to the page where your materials have been imported.

1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ 5. Perform import ▶ 6. Complete

Import complete. Click continue to return to the course.

x