


Moodle Course IMPORT Instructions


(Note: Only **Teachers** can perform an Import into a course)

1. Login to Moodle and select the course you want to import information into

2. Under the Administration tab, select **Import**

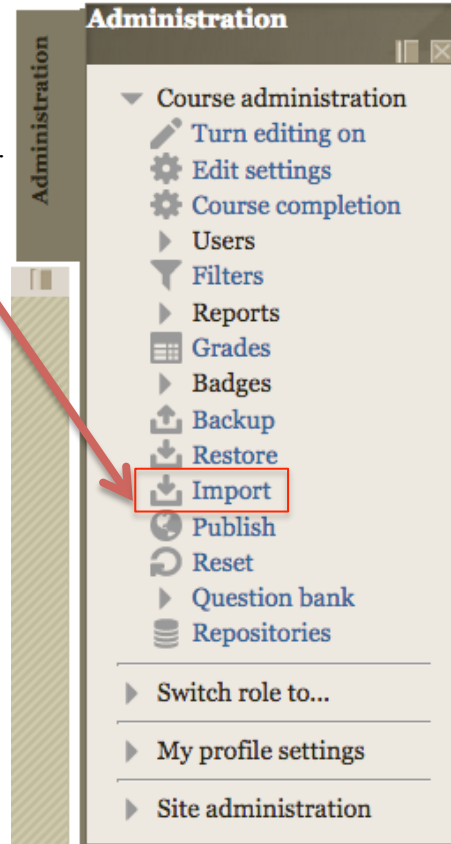
3. **Select a course** window will appear. If the course you want doesn't appear, you can search for it.

4. Click in the circle representing the course you want to import from and click the  button.

5. Select some or all of the **Backup settings** and click the  **Next** button.


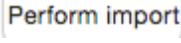
– **Backup settings** –

- Include activities
- Include blocks
- Include filters
- Include question bank



6. Select the items you want to import. Click on **Show type options** to expand the selections. You can import assignments, books, files, folders, labels, pages, quizzes, URLs, topics, etc.

7. Click the  **Next** button after you have made your selections.

8. The next screen lets you review your **Backup (import) settings** and the **Included items**. Click the  **Previous** button to change Included items or click the  **Perform import** button.

9. After the import is successfully performed, you will see confirmation of such. **Import complete. Click continue to return to the course.**



10. Click the **Continue** button.

11. You should now see the items in your course.