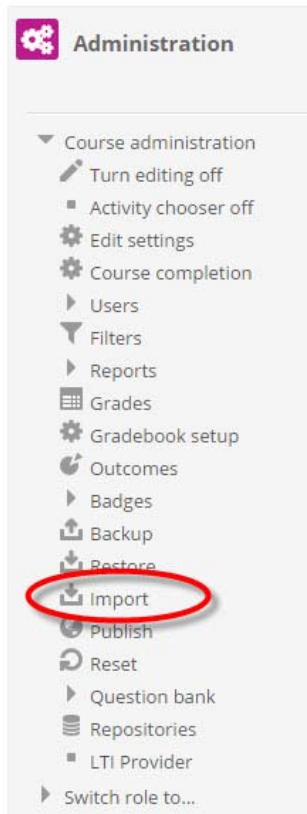


How to import from a template or a previous semester's course site

1. Login to Moodle and enter the course site you want the information imported to
2. In the **Administration** block, click **Import**



3. Choose the course you want to import *from*. You may have to search for the site by using the search feature at the bottom. Just enter the CRN (works best) or the course title into the search field and hit the green **Search** button. .

There are too many results, enter a more specific search.

PTOL_FALL2016

Once identified (tick the radio button next to the desired site), click the **Continue** button.

Find a course to import data from:

Select a course Total courses: 1

Course short name	Course full name
PTOL_FALL2016	Pedagogy & Technology of Online Learning - Fall 2016

1.

2.

PTOL_FALL2016 Search

Continue

4. You can leave the default **Backup settings** as they are if you intend to import everything (all content, activities, and resources) – just click the **Jump to final step** button to begin the import process.

Or, if you prefer to select certain things to import, choose the **Next** button (you will see all content listed, with options to select/de-select as you wish).

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

Backup settings

Include activities and resources

Include blocks

Include filters

Include calendar events

Include question bank

Include groups and groupings

Import everything

Choose what to import

Cancel Jump to final step Next

5. After clicking **Jump to final step**, a progress bar will show you the status of the import process.

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

18.52%

64.22 secs

6. Once import is complete (it may take a few minutes depending on how much is being imported), click the **Continue** button to return to your course.

Import complete. Click continue to return to the course.

Continue