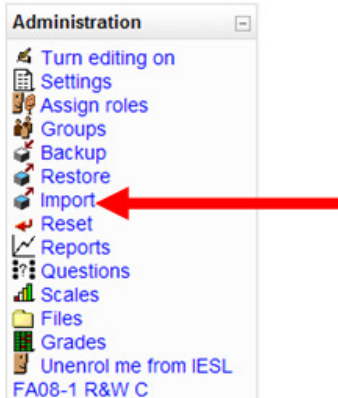


How to import contents from an old Moodle course

1. Open your new Moodle course.
2. Go to the **Administration panel** on the left-hand side.
3. Choose **Import**.
4. In the box **Courses I have taught**, choose the course that you want to use for your new Moodle course.
5. A new window will open. By default, all resources are checked. You can either uncheck the resources you don't want to import OR click **None** to uncheck all and then individually check those that you wish to import. Click on **Continue**.
6. A new window opens that shows the selected files. Click on **Continue**.
7. A new window confirms the successful export. Click on **Continue**. Now it may take a little while for the data to be imported, depending on the number and size of files you selected for import.
8. A new window confirms the successful import. Click on **Continue** to complete the process.

Step-by-Step:

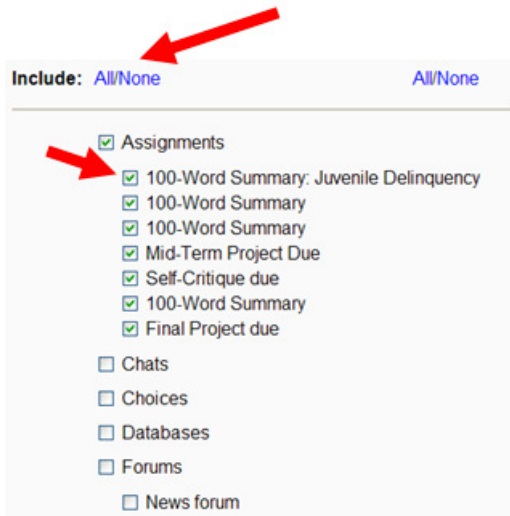
Go to the **Administration panel** on the left-hand side and click on **Import**.



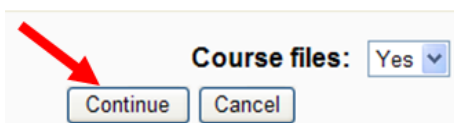
In the box **Courses I have taught**, choose the course that you want to use for your new Moodle course by clicking on the drop-down menu.



A new window will open. By default, all resources are checked. You can either uncheck the resources you don't want to import OR click **None** to uncheck all and then individually check those that you wish to import.



Click on **Continue**.



A new window opens that shows the selected files. Click on **Continue**.



A new window confirms the successful export. Click on **Continue** once again. Now it may take a little while for the data to be imported, depending on the number and size of files you selected for import.

Exported data from 'from' course successfully.
Continue to import into your 'to' course.



A new window confirms the successful import. Click on **Continue** to complete the process.

Import complete! Continue to your course

