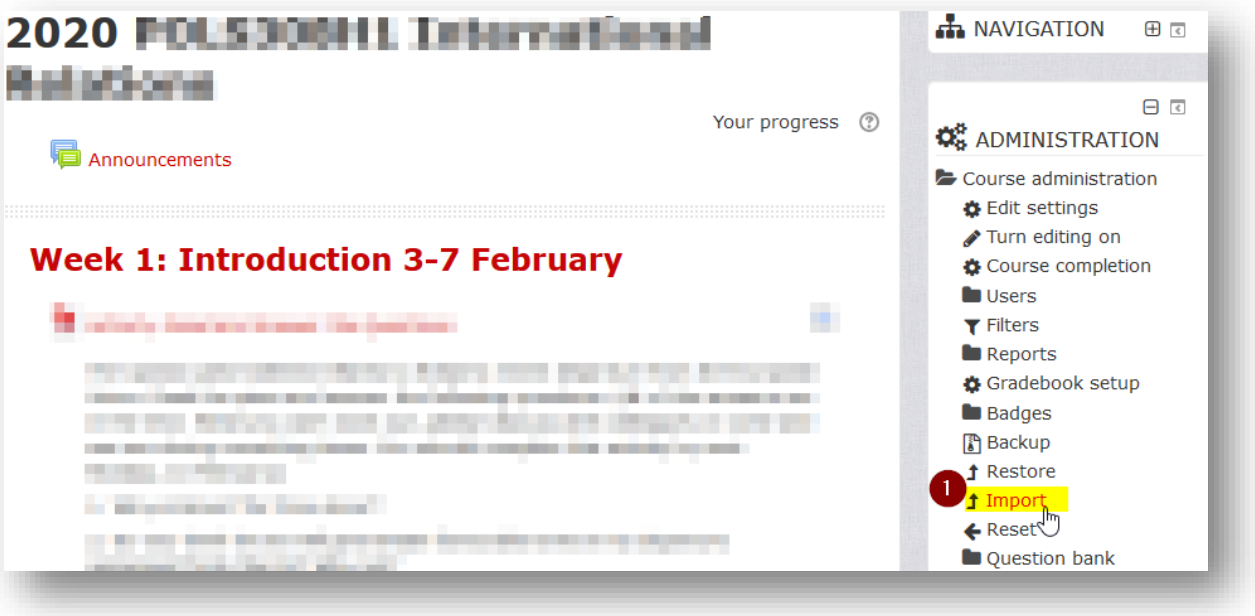
HOWTO IMPORT LAST YEAR'S CONTENT INTO CURRENT COURSES

Do you know you can import content from and into all Moodle courses you teach?

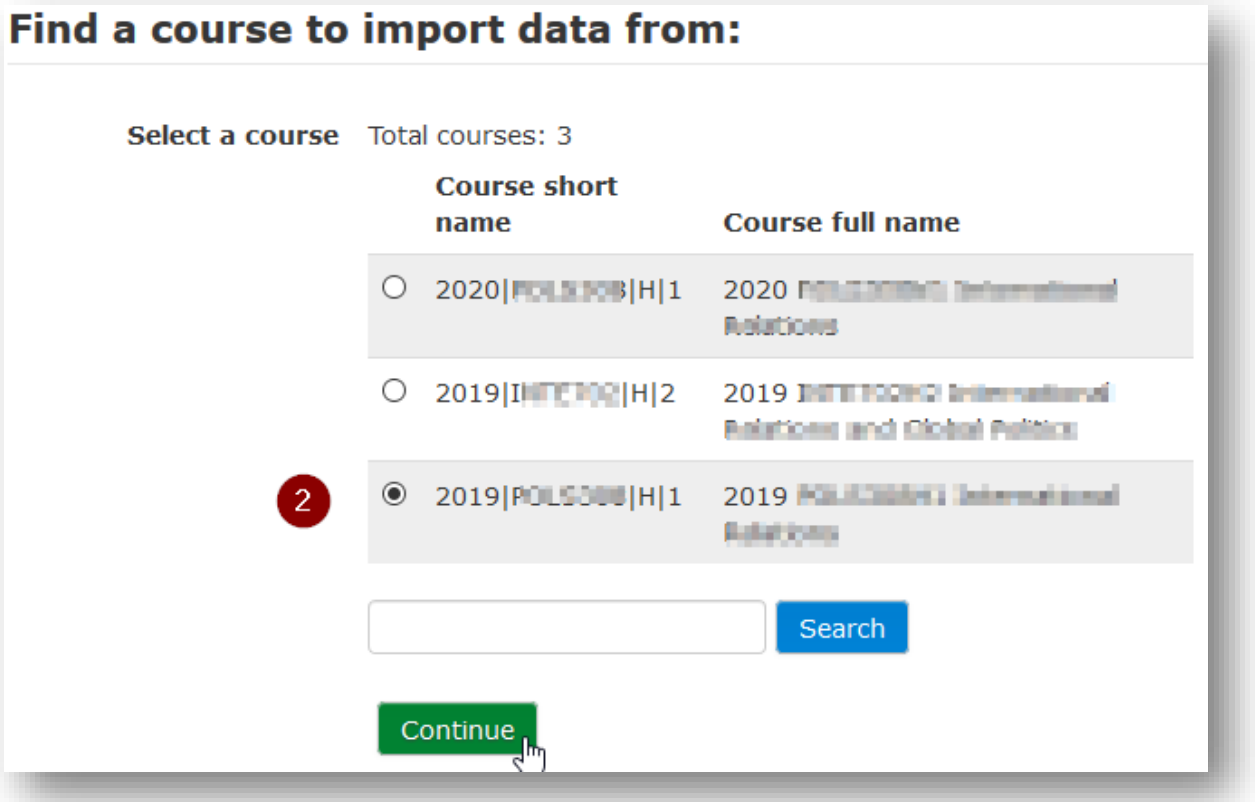
This is a similar but much simpler method than the backup and restore process.

HOWTO:

Click on **Import** in the **Course Administration** block of your new course.



1) Click on a radio button to **Select** a course to **import data from** and then **Continue**.



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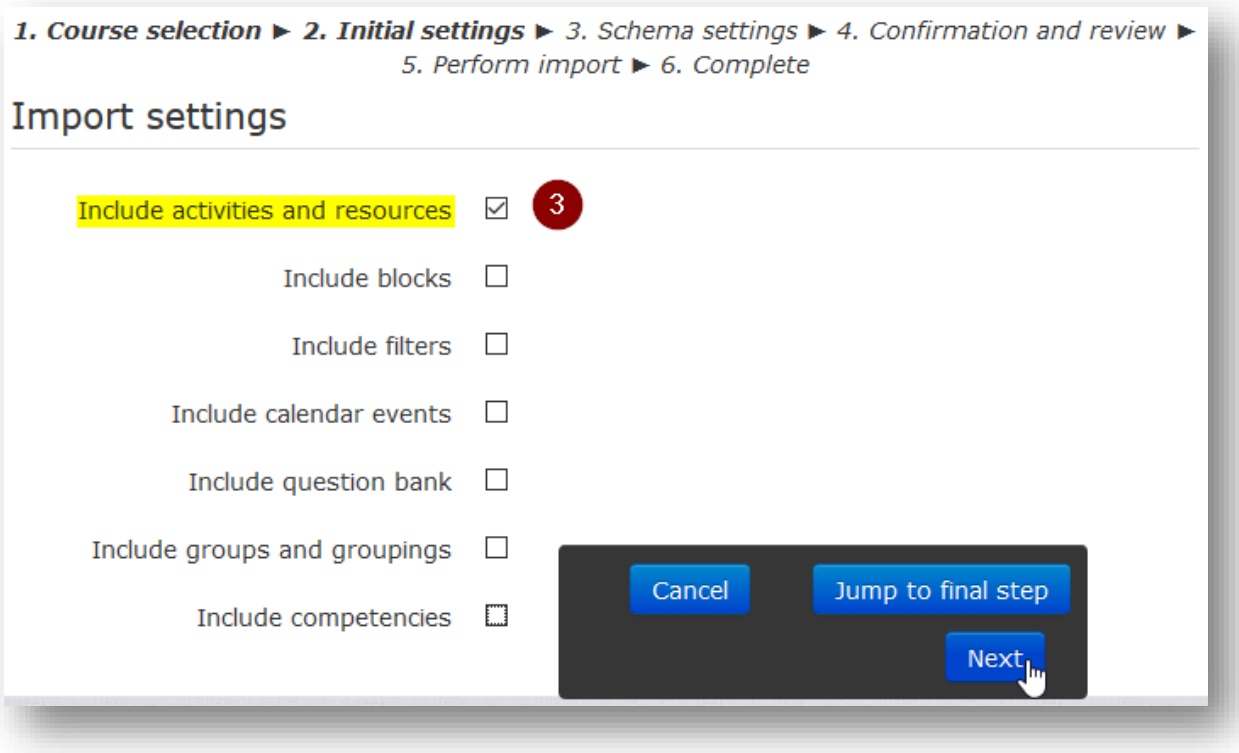
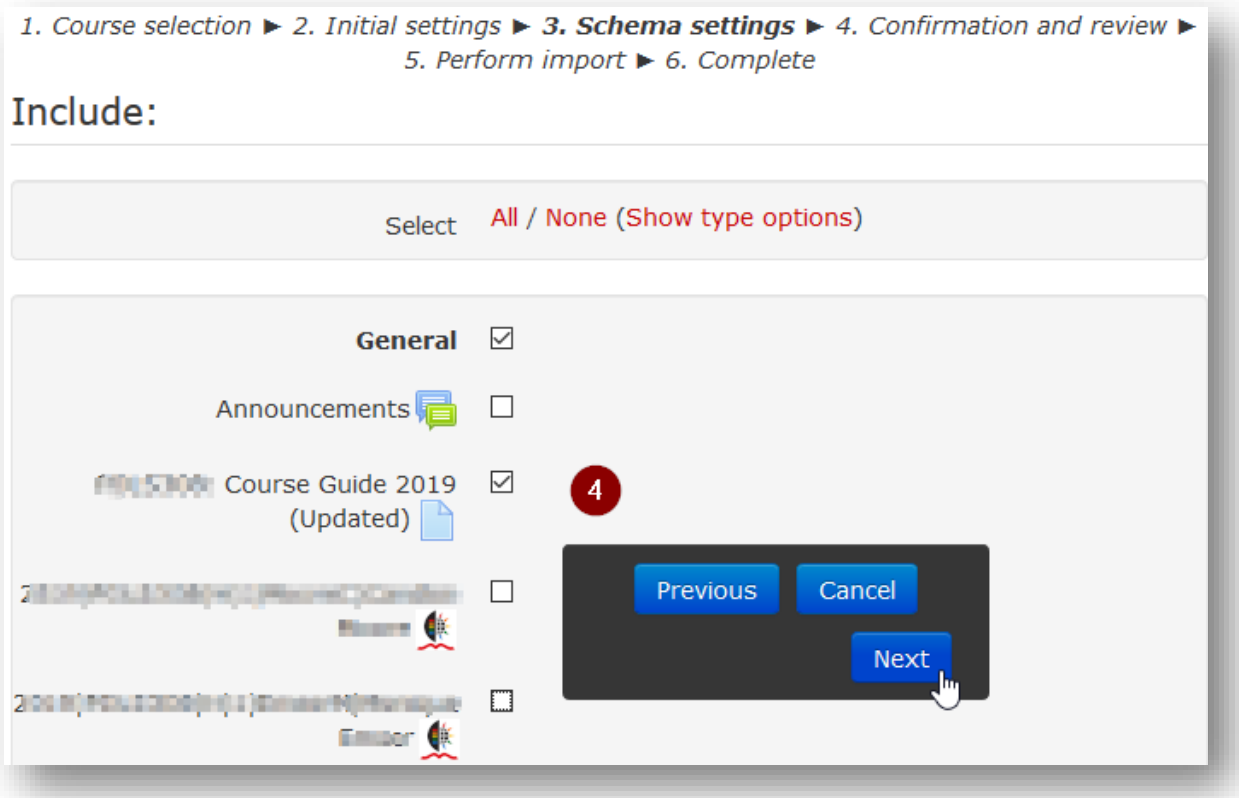
2) **Initial settings**: Choose ONLY to **Include activities and resources** then click **Next**. (Uncheck other options unless you want to import a quiz in which case **include question bank**).



3) **Schema settings**: Select which activities and resources you wish to Import then click **Next**.



4) **Confirmation and review**: Ensure that you have only selected the content you require. E.g Do not import multiple Announcements forums or old QPA Questionnaires.

Please note: QPA questionnaires from 2019 courses will not produce reports for 2020 courses – even if you rename them!

5) **Perform import**.

6) **Complete**.

Congratulations you have successfully imported content from another course into your course!