

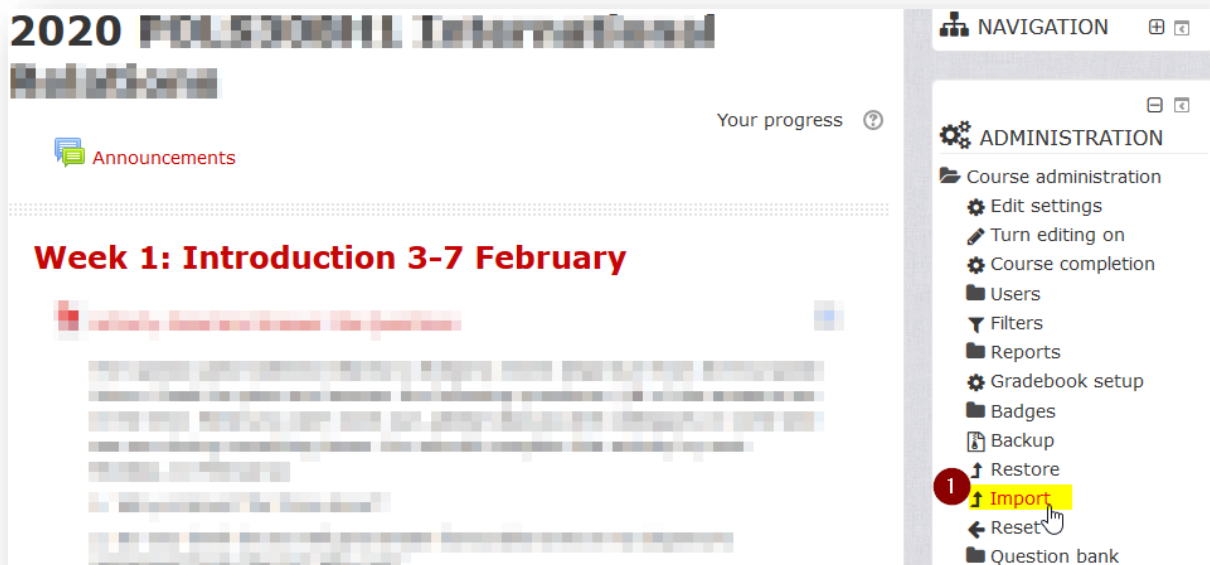
HOWTO IMPORT LAST YEAR'S CONTENT INTO CURRENT COURSES

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:

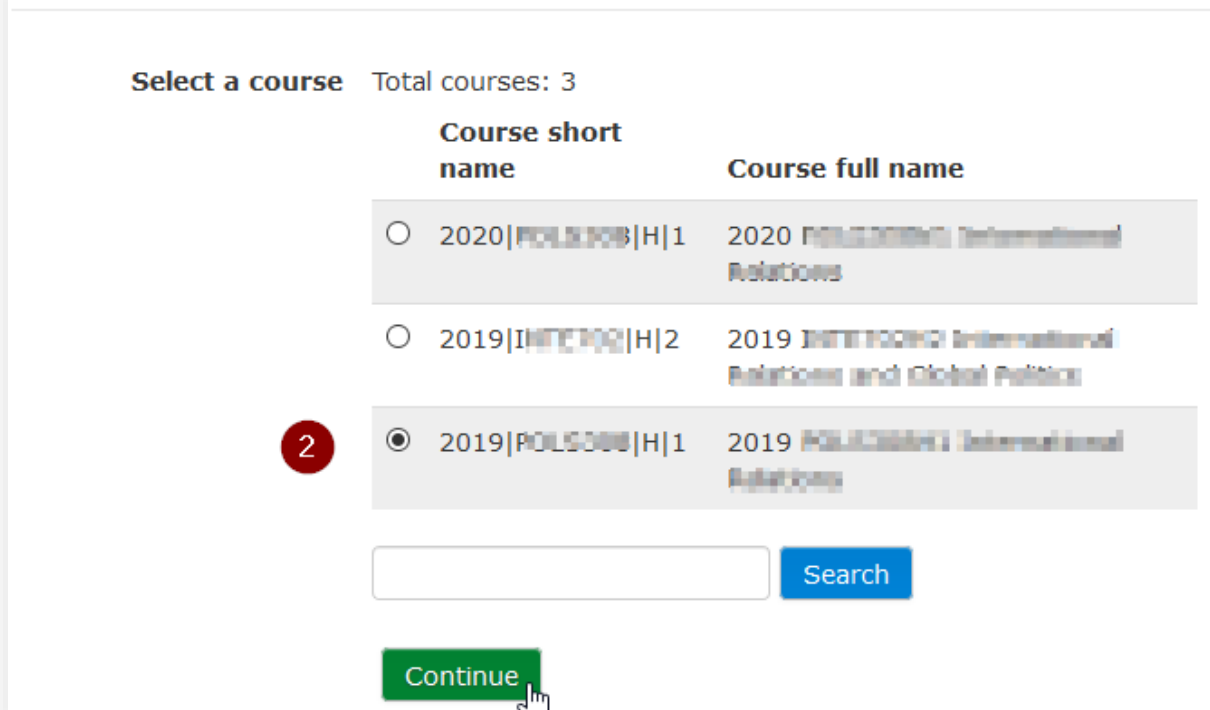
Click on **Import** in the **Course Administration** block of your new course.



The screenshot shows the Moodle course administration interface for a course titled "2020 POLS3008H1 International Relations". The sidebar on the right contains the "ADMINISTRATION" menu, where the "Import" option is highlighted with a yellow background and a red circle with the number "1" next to it. Other options in the sidebar include "Course administration", "Edit settings", "Turn editing on", "Course completion", "Users", "Filters", "Reports", "Gradebook setup", "Badges", "Backup", "Restore", "Reset", and "Question bank".

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

Find a course to import data from:



The screenshot shows the Moodle interface for finding a course to import data from. The title is "Find a course to import data from:". Below the title, it says "Select a course Total courses: 3". There is a table with two columns: "Course short name" and "Course full name". The table contains three rows of course information. The first row is "2020|POLS3008|H|1" with full name "2020 POLS3008H1 International Relations". The second row is "2019|INTPOL2|H|2" with full name "2019 INTPOL2H2 International Relations and Global Politics". The third row is "2019|POLS3008|H|1" with full name "2019 POLS3008H1 International Relations". A red circle with the number "2" is next to the radio button for the third row. Below the table is a search input field and a "Search" button. At the bottom, there is a green "Continue" button with a hand cursor pointing to it.

Course short name	Course full name
<input type="radio"/> 2020 POLS3008 H 1	2020 POLS3008H1 International Relations
<input type="radio"/> 2019 INTPOL2 H 2	2019 INTPOL2H2 International Relations and Global Politics
<input checked="" type="radio"/> 2019 POLS3008 H 1	2019 POLS3008H1 International Relations

- 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**).

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

Import settings

- Include activities and resources** 3
- Include blocks
- Include filters
- Include calendar events
- Include question bank
- Include groups and groupings
- Include competencies

Cancel Jump to final step Next

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

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

Include:

Select All / None (Show type options)

- General**
- Announcements
- Course Guide 2019 (Updated) 4
-
-

Previous Cancel 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!
