How to Import Course Material from One Course into Another

- Login to your Wabash Moodle account (http://moodle.wabash.edu/)
- Select the course in which you would like to Import documents

I will select Testing Course 4

As, you can see, the course is empty right now.

Within the Administration Block, please click on “Import”
• You should be directed to the Import screen. There you will see a section “Courses I have taught”. Click on the dropdown menu and choose the course that contains the documents you wish to import.

• Here I will choose “ITS test course”

![Import activities from another course](image)

• Click “Use this Course”

• A screen will appear allowing you to choose any or all items to import (such as Assignments, Quizzes, and Resources).

![Import course data: ITS test course (ITS test) (ITS test)](image)

• Once you have checked the items you wish to import, Click Continue.
• You will then receive a verification screen:

Next, a screen will appear with the status of the import. Here it informs me, “Exported data successfully.” Click “Continue.”

• If the list looks correct, click “Continue.”

• There is a chance that you will receive a restore log did not close or transfer error. That is fine. Your materials will copy over. As you can see, this course is no longer empty!

If you have any questions, please contact the Help Desk (helpdesk@wanash.edu).

Thank you!