

## Using the Moodle 2.5 Import Function

1. Log into <https://moodle.lattc.edu/>
2. Go to course where ORIGINAL content exists. Write down the number of WEEKS/TOPICS that you have for that area. Write down the exact short course name so you can search for it.
3. Go to the course shell where you want to put a COPY of the Moodle content.
4. Locate the Administration block for the course and then click on EDIT SETTINGS. Change the course settings to have the same number of weeks/topics that you have in Step #2 above.
5. In the course settings, change course completion tracking to YES so you can use those features. Save changes and change course to HTML from Moodle Auto-Format.
6. In the course Administration block, click on IMPORT.
7. SELECT A COURSE from your list of courses that has the content you want to copy or search for it using the short course name you wrote down in Step #2. Click on the circle to the left of the course.
8. Click the CONTINUE button.
9. You have the option to include activities, blocks and filters. Only click on activities unless you added a special block or filter to your course.
10. UNCHECK the box next to NEWS FORUM as you do NOT want to copy it to the new course. One already exists in the new course and you don't want two. Uncheck any other items you don't want to copy over. For example, if your new shell comes pre-loaded with the Student Help Desk and the Student Lounge and Student Chat room, uncheck those so you don't have duplicates.
11. When you have ONLY the items checked that you want to copy to your new shell, click the NEXT button.
12. The next screen gives you green checkmarks next to the items that will be copied and gives you a red X next to the items that it will not copy. If it is not perfect, click the PREVIOUS button and change the checkmarks. If it is perfect, click the PERFORM IMPORT button.
13. WAIT until the server makes the copy and moves the content for you. It can take several minutes.
14. When completed, you will see the message, "Import complete. Click continue to return to the course." At that point, click the CONTINUE button and you can go to the copy of your course content.
15. Make adjustments to your class.
16. You can use this same IMPORT function to bring over small amounts of information from one class to the next.