# How to Import Content into a Moodle Course

*Import is used when you want to copy content from one course to another and both courses are currently available to you in Moodle.*

**Here are the steps:**

1. Before importing content, you should first backup the course you want to import **from**. If you have content in the course you’re importing **to**, you should back that up as well. To backup a course, select **Backup** under the **Administration** block. You will be presented with a list of items to backup. It is assumed you want to backup all your content, but you can uncheck anything you don’t need. Select the “Continue” or “Next” buttons until you see a message that the backup process is completed. Detailed instructions on backing up courses in Moodle can be found at the [Faculty & Staff](http://umonline.umt.edu/services-and-support/faculty-staff.php) page under Moodle Tip Sheets (How to Backup a Course in Moodle).
2. When you’re done creating backups and you’re ready to import, go to the course that you want to import content **into** and select **Import** under the **Administration** block.
3. Select course that you want to import **from** in the list of your available courses or search for the course and select; then click “Continue.”



1. On the next screen (Initial Settings) all items are selected to import by default. Uncheck any items you do not want to import (generally, you can just accept the default selections). Unless you are using the Personalized Learning Designer you do not need to select that settings. Then click “Next.”



1. On the next screen (Schema Settings), again, all items are selected to import by default. Uncheck any items you do not want to import. You can uncheck individual items or entire topics. Forums with the yellow icon (inaccessible) should be unchecked and recreated as Advanced Forums (accessible). Once you have the items you want selected, click “Next.”



1. Review the items selected. If you want to make any changes you can click “Previous” at the bottom of the screen to make adjustments. When you are satisfied with the checked items, confirm by clicking “Perform import.”
2. Depending on the amount of content to import, this may take a few minutes to process. You will see a message indicating when the import is complete.



**If you need assistance with using this feature, please contact UMOnline Help Desk at 243-4999 or** **umonline-help@umontana.edu****. The Help Desk is open Monday through Friday, 8:00 a.m. to 5:00 p.m.**