Instructions for Importing Courses

*To be able to import courses, instructors must have a teacher role in both courses AND if both courses are still in their Moodle (i.e. the courses haven’t been removed yet from their Moodle).

(1) Select “Import” in the “Administration” block (the “Gear” icon):
(2) Search and select the course to import materials from, then click “Continue”. (Note: The best way to search for a course is to type in its CRN number.)
(3) Select what course materials you want to import and follow the steps shown on the screen, click “Next” button to go the next step, until “Step 6 Complete”.

Or you can “Jump to final step”.

![Course selection screen with options for backup settings, personalized learning designer settings, and buttons to jump to final step or cancel.]