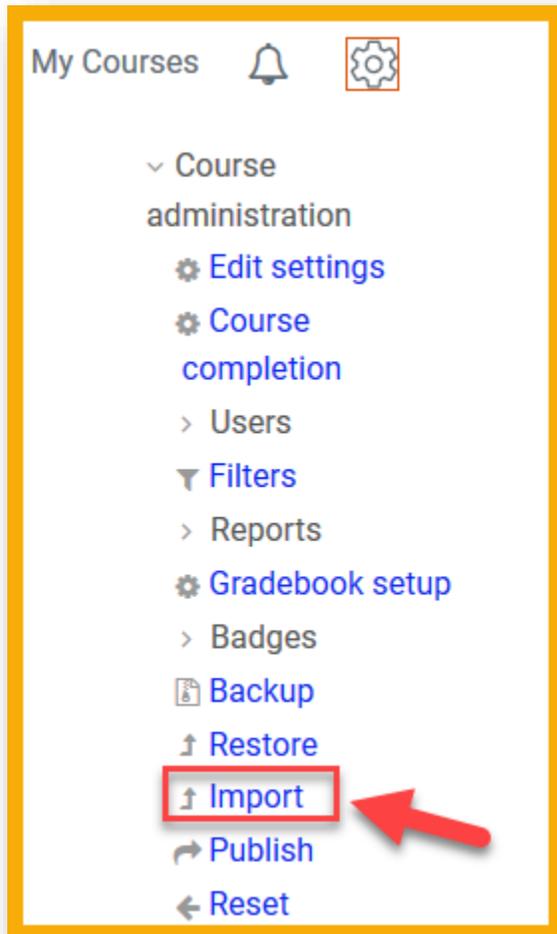




Instructions for Importing Courses

*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):



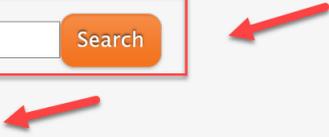
(2) Search and select the course to import materials from, then click “Continue”.
(Note: The best way to search for a course is to type in its CRN number.)

Find a course to import data from:

Select a course More than 10 courses found, showing first 10 results

	Course short name	Course full name
<input type="radio"/>	HelenaCollegeMoodle	HelenaCollegeMoodle
<input type="radio"/>	Advis.100-0-Haughee Advising	Advis-100-0-Haughee Advising
<input type="radio"/>	Advis.100-0-Munn Advising	Advis-100-0-Munn Advising
<input type="radio"/>	RISE course template from Natalie Peeterse	RISE course template from Natalie Peeterse
<input type="radio"/>	CNA Course Template from Natalie Peeterse	CNA Course Template from Natalie Peeterse
<input type="radio"/>	CRRN Instructional Course	CRRN Instructional Course
<input type="radio"/>	CE291-Searching, selecting and citing course SSCC-3201-201350	CE291-Searching selecting and citing course SSCC-201330
<input type="radio"/>	Home Repair for Women	Light Home Repair for Women
<input type="radio"/>	Call Center Basics	Call Center Basics
<input type="radio"/>	Due Process	Due Process

There are too many results, enter a more specific search.



(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”.

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

Backup settings

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

Personalized Learning Designer Settings

- Include PLD data
- Include PLD log data