Moodle: Importing Course Content
(Previously referred to as rollover)

In Moodle, you are able to take content you have in one course (semester) and import it to another course. Importing means that you will not have to re-upload all your files or recreate your assignments, quizzes, discussion forums, or other activities.

**Please note:** Turnitin assignments will not import into. You will need to recreate your Turnitin assignments in the new course. Additionally, only Gradebook items that were added to the front page as an item will carry over to the new course. Items manually entered into the gradebook without a link to an assignment or activity on the front page will not import.

**Preparing for an Import**
Before beginning an import, you will find it helpful to write down the CRN and Course ID (i.e. ENGL151) for the course that contains the content you would like to import.

We also recommend performing a backup of both your new course (even if it's empty) and the course containing the desired content, just in case something goes awry. Instructions on how to backup a course can be found at the following link: https://docs.moodle.org/28/en/Course_backup

**Performing the Import**

1. Login to Moodle and open the NEW course shell where you would like to import content (typically, this shell will be empty except for the News Forum).

2. Scroll to the Administration block on the left side of the screen. Under Course administration, select Import.
3. **Course selection**: In the next window you will see a list of available courses to select for import. If you do not see the course containing you would like to select, you will need to enter either the CRN or the Course ID in the search area. Once you have entered the information, click *search*.

4. Select the radio button next to the desired course and then click *continue*.
5. The *Initial settings* screen lists the types of content and settings available for import. Typically, all items should be checked. However, you may want to exclude items such as calendar dates or blocks that appear in the former course. Ensure the items you wish to import are checked, and then click *next*.

*Note: You will be given an option to “jump to the final step.” We recommend that you **DO NOT** select this option to ensure all steps of the import are completed properly.*

6. *Schema settings*: Next, you will be directed to the *schema settings* where you will have the option to select or deselect items to import into the course. All items are initially checked. As you review the list, you may choose to uncheck items such as the News Forum (a News Forum already exists by default in the new course). Once you have determined all desired items are checked or unchecked, click *next*. 
7. **Confirmation and review:** Before the import is completed, you will be shown a final review of the initial settings and schema settings you previously selected. Take the time to review the list to ensure all items selected show a green check mark. Items that were unchecked will be marked with a red X. Click **Perform import** to begin the import process. You also have the option to cancel the import or return to the previous screens if you would like to adjust your settings.

![Backup settings](image)

8. **Import complete:** The length of time to complete an import will vary depending on the amount of content in the course. The process can take anywhere from 30 seconds to 30 minutes. Large image and video files will likely take longer to import. If the import is successful, you will receive the notice shown below. Click **continue** to be directed back to the course front page.

![Import complete](image)

**Remember,** if you run into difficulty or feel uncomfortable performing an import on your own for the first time, you are always welcome to email **moodlehelp@marin.edu** for support!