Moodle 1.95

**Import Content/Course**

If both courses are on the same site Import is the tool you want to use.

1. Login to Moodle
2. Navigate to the course you want to import information into
3. Select **Import** from the Administration menu.
4. Select the course you wish to import from. All the courses for which you are the designated instructor will show up in the "Courses I have taught" drop down menu. Click **Use this course**
5. Select the desired components to import from the list and click **Continue**.
6. The next page gives you a synopsis of your choices, click **Continue** to export your data.
7. Click **Continue** to import your data into the new course.
8. The next screen verifies the successful import, click **Continue**.
9. Verify – After importing content it is a good idea to verify the content, check dates, due dates, starting dates, etc.

For help or to report problems with this document please contact the Call Center at x7444 or email askIT@fortlewis.edu