



## Kurzanleitung

# Importing content from other moodle courses

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## 1 General Information

Course materials and activities can be imported from one course into another. Therefore, you need to be “Dozent” or “Manager” in both courses.

With this function you can reuse previously created content. The import of course data works similar to “Backup” and “Restore”.

## 2 Importing course activities and materials

Please log in to the current course where the data should be imported to, click on the “Import A Recent Course” block on the left and choose the course where the data will be imported from.

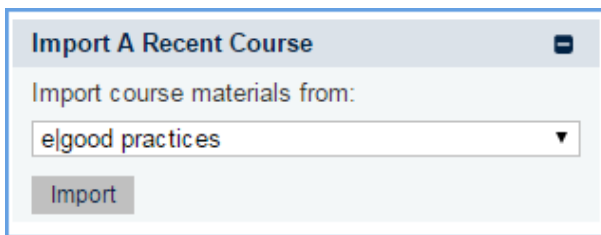


Image 1: Block Import A Recent Course

A page with several steps will open.

At first, mark the course content that you want to import (activities, blocks, filter etc.) and click on *Next*.

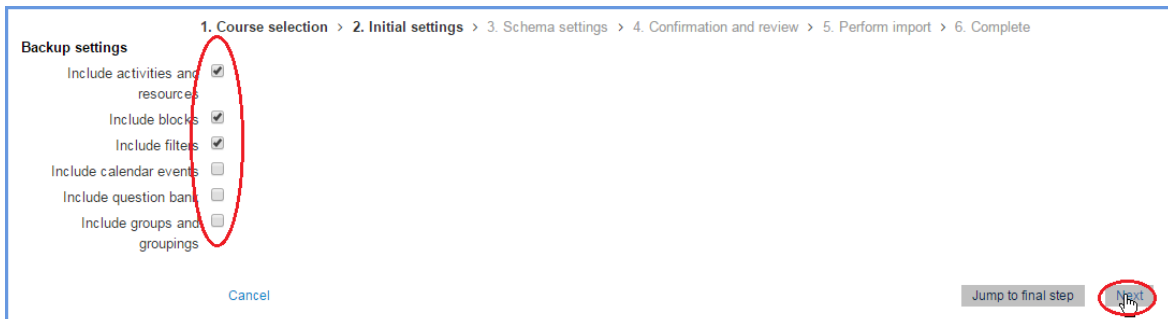


Image 2: Choosing the course content

In the next page, mark the specific activities and materials that you want to import and click on *Next*.

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

**Include:**

Select **All / None (Show type options)**

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Previous Cancel **Perform import**

Image 3: Choosing specific activities

On the following site, check whether all options were selected correctly and then click on the button **Perform import**.

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

**Included items:**

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Previous Cancel **Perform import**

There are required fields in this form marked \*.

Image 4: Confirmation and review

If the import was successful, a message will pop up saying "Import complete."