

## Importing to Moodle Course

**Step 1:** Go to the course you WANT to import to

**Step 2:** Got to the ADMIN block for the course and click IMPORT

**Step 3:** Select the course you want to take from and click CONTINUE; if the course is not listed you may need to do a search. **IMPORTANT:** You must be listed as a teacher in a course to perform an import.

### Find a course to import data from:

Select a course Total courses: 1

Course short name	Course full name
<input type="radio"/> Freshmen	Freshmen

fresh

**Step 4:** Click NEXT

**Step 5:** Click NONE to remove the checks from all boxes

### Include:

Select All / None (show type options)

**General**

News forum

Class of 2020

TYPING (KEYBOARDING) EXERCISES

**Student Resources**

Handbook, AUP, S.W.O.R.D.






2016-2017 SMHS Student Planner

**Step 6:** Locate the section or topic area you want to retrieve from. Check the box next to the name of section or topic and then check the box next to the item or items you want to copy or import.

**Include:**

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








<b>General</b> <input checked="" type="checkbox"/>	<b>Section (Topic)</b>
News forum  <input type="checkbox"/>	
Class of 2020  <input type="checkbox"/>	
<b>TYPING (KEYBOARDING) EXERCISES</b>  <input checked="" type="checkbox"/>	<b>Item to be copied or imported</b>
<b>Student Resources</b> <input type="checkbox"/>	
Handbook, AUP, S.W.O.R.D.  <input type="checkbox"/>	
2016-2017 SMHS Student Planner  <input type="checkbox"/>	

**Step 7:** Click NEXT

**Step 8:** Confirm what you wanted copied or imported is selected and click PERFORM IMPORT

**Included items:**

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<b>General</b> 
News forum  
Class of 2020  
<b>TYPING (KEYBOARDING) EXERCISES</b>  

**Step 9:** Allow the import to happen. Depending on the size or type of item you are importing, it can take anywhere from a few seconds to a few minutes to move.

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## A Tate - Technology Sandbox

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



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**Step 10:** Once the import is complete, click CONTINUE. You will be brought to the course where the material was imported to. Depending on how your course is setup, the item may need to be moved into the correct section or topic area. Look for your imported item carefully as it may be located in a random section.