# Import Content from one Course into Another Course

## PROCESS OVERVIEW

Every semester you teach a course in Moodle, even for classes you've taught before, your newly created Moodle course will initially be empty. You cannot copy content from another instructor's course. You must be the teacher for both courses that you plan to export and import content. Copied items will include settings such as due dates and grade settings, but will not include student submissions to activities, such as Forum posts.

### 1. Select the **Title** of the Course to import content into.

![Select the Title of the Course to import content into.](image1.png)

### 2. In the Administration Box, under Course Administration, select **Import**

![In the Administration Box, under Course Administration, select Import](image2.png)

### 3. Find a course to import data from. If in the first page list, select box, otherwise; **type name** in Search box and click **Search**.

![Find a course to import data from:](image3.png)

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4. Select **Course** radio button for the course you will copy from and click **Continue**.

5. If you want to keep all of the default settings setup in the Shell, select **Jump to final step**.

   If you want to tweak the settings, select **Next**. Make any changes to settings in the next two screens and then select **Perform Import**.

6. Import complete. Click **Continue**.

**Done!**