1. Log into Moodle (moodle.gac.edu) using your Gustavus e-mail username and password.

2. Locate the empty course that content needs to be imported INTO. Courses can be found under the “My courses” block on the left side of the Moodle page.

   a. For reference, 2013 f-GTS-100-001 and 2014 s-GTS-100-001 will be used in this documentation. The empty course that content will be imported INTO will be 2014 s-GTS-100-001. The previous semester course that contains content and will be imported FROM is 2013 f-GTS-100-001.

3. Enter into the empty course by clicking on the desired course link under “My courses.”

4. Once inside the empty course, locate the “Import” function within the “Administration” block. The “Administration” block can be found on the left, and is underneath the “My courses” block.

5. After clicking “Import,” Moodle will ask to find a course to import FROM. Because there are thousands of courses in Moodle, the search bar function should be used to help locate the course you are looking for. In the picture below, 2013 f-gts-100 was used to locate the desired course from the previous semester. Click the small bubble to select the course and click continue.

6. The next screen should ask you to verify backup settings. Go ahead and click next.

7. Under “Schema Settings,” specific resources can be checked or unchecked depending on whether you would like the resource to be transferred over. By default, all resources are checked and will transfer. When ready, scroll down and hit next.
8. The following screen should just confirm that resources will be able to be imported. This can be seen by green check marks next to each resource.

9. After verifying and confirming resources with a green check mark, you can click the “perform import” button at the bottom right.

10. The next screen should briefly display a progress bar. The import should take roughly a few seconds. Depending on the size of your import, the import may take a minute or two.

11. Once completed, the following message should be displayed, letting you know that the import was successful.

   Import complete. Click continue to return to the course.

   Continue

12. After clicking continue, Moodle should bring you into your previously empty course that now has content and data that has been imported! Congratulations, you successfully imported data from a previous course!