Importing Resources in Moodle

1. Log in to Moodle and display the Moodle page for the course you wish to add resources to.
2. On the left hand side of the screen, under “Administration” click on the “Import” link.
3. Using the search box, find the course you wish to import from, then click on the “Use this course” link.
4. Click on the “None” link to clear the checked options.

5. Then, scroll down the page to “Resources” and check the box. All of the listed resources are then selected for import. You can also select them individually if necessary.

6. At the bottom of the screen, choose “No” for “Course files” and “Site files used in this course.” Then click “Continue.”
7. Click on “Continue” until the appropriate resources are packaged by Moodle and imported to the new course successfully.