

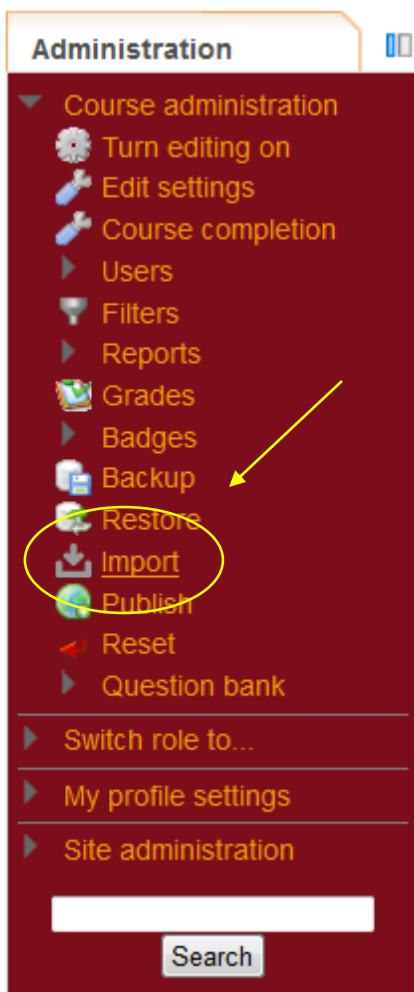
## Faculty Tips – Import

### Introduction

Use the Import function if there is material that you would like to merge/import from a previous semester's Moodle shell to the current Semesters Moodle Shell. For this example we will import ,14/FA LEPP-165 to 15/FA LEPP-165.

### Import

On the left hand menu of Moodle under Administration select Import



The following screen appears. By default the first 10 Moodle shells of the current semester appear and the message: There are too many results, enter a more specific search. Perform a search in the search window. Type 14/FA LEPP-165 (or the course you are looking for) > Search. Note that you will need to enter the semester and course name as shown in the screen shot.

**Find a course to import data from:**

**Select a course** More than 10 courses found, showing first 10 results

	Course short name	Course full name
<input type="radio"/>	15/FA ACHD-126-V1	15/FA Self, Health, and Wellness (ACHD-126-V1)
<input type="radio"/>	15/FA ACHD-223-V1	15/FA Current Issues in Health (ACHD-223-V1)
<input type="radio"/>	15/FA ACHD-224-V1	15/FA Addictions and Recovery (ACHD-224-V1)
<input type="radio"/>	15/FA ACHD-228-V1	15/FA Case Manag: Roles & Respon. (ACHD-228-V1)
<input type="radio"/>	15/FA ACHD-230-V1	15/FA Mental Heal. Well. & Challenge (ACHD-230-V1)
<input type="radio"/>	15/FA ADCT-103-V1	15/FA Introduction to Mental Health (ADCT-103-V1)
<input type="radio"/>	15/FA ADCT-104-V1	15/FA Case Management (ADCT-104-V1)
<input type="radio"/>	15/FA ADCT-200-V1	15/FA Pharmac & Psychoact Chemicals (ADCT-200-V1)
<input type="radio"/>	15/FA ADCT-203-V1	15/FA Special Issues in Counselling (ADCT-203-V1)
<input type="radio"/>	15/FA ADCT-204-V1	15/FA Advanced Counselling (ADCT-204-V1)

There are too many results, enter a more specific search.

14/FA LEPP-165-01 appears > select 14/FA LEPP-165-01 as shown below > Continue

**Find a course to import data from:**

**Select a course** Total courses: 1

	Course short name	Course full name
<input checked="" type="radio"/>	14/FA LEPP-165-01	14/FA Intro. to Law Enforcement (LEPP-165-01)

This brings you to Backup settings. Ensure all back up settings are selected > hit next:

**Navigation**

- Home
  - My home
  - Site pages
  - My profile
  - Current course
    - 15/FA LEPP-165-01**
      - Participants









**1. Course selection** ▶

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**Backup settings**

- Include activities and resources
- Include blocks
- Include filters
- Include calendar events
- Include question bank

The next screen that appears is the Schema screen. This is the material from your previous Moodle Shell. By default everything is selected. You can de-select material if needed. For this example we have left everything selected > select Next

Select All / None (Show type options)	
<b>General</b> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
News forum 	<input checked="" type="checkbox"/>
<b>2 September - 8 September</b> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
week 1 resources 	<input checked="" type="checkbox"/>
<b>9 September - 15 September</b> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Week 3 Moodle 	<input checked="" type="checkbox"/>
<b>16 September - 22 September</b> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Week 3 Moodle - Violations of the Law 	<input checked="" type="checkbox"/>
Week 3 - the Courts 	<input checked="" type="checkbox"/>
<b>23 September - 29 September</b> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>30 September - 6 October</b> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7 October - 13 October</b> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criminal Code exercise 	<input checked="" type="checkbox"/>
LEPP 165 Review 	<input checked="" type="checkbox"/>
<b>14 October - 20 October</b> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>21 October - 27 October</b> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>28 October - 3 November</b> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4 November - 10 November</b> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>11 November - 17 November</b> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>18 November - 24 November</b> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>25 November - 1 December</b> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2 December - 8 December</b> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Review for Final 	<input checked="" type="checkbox"/>

Next screen is Confirmation and Review > Perform Import in bottom right of screen > the import is Complete.

Perform import

There are required fields in this form marked \*.

Your Moodle shell will now contain the contents of the Moodle shell you imported from. Note that sound clips, video clips may not import.