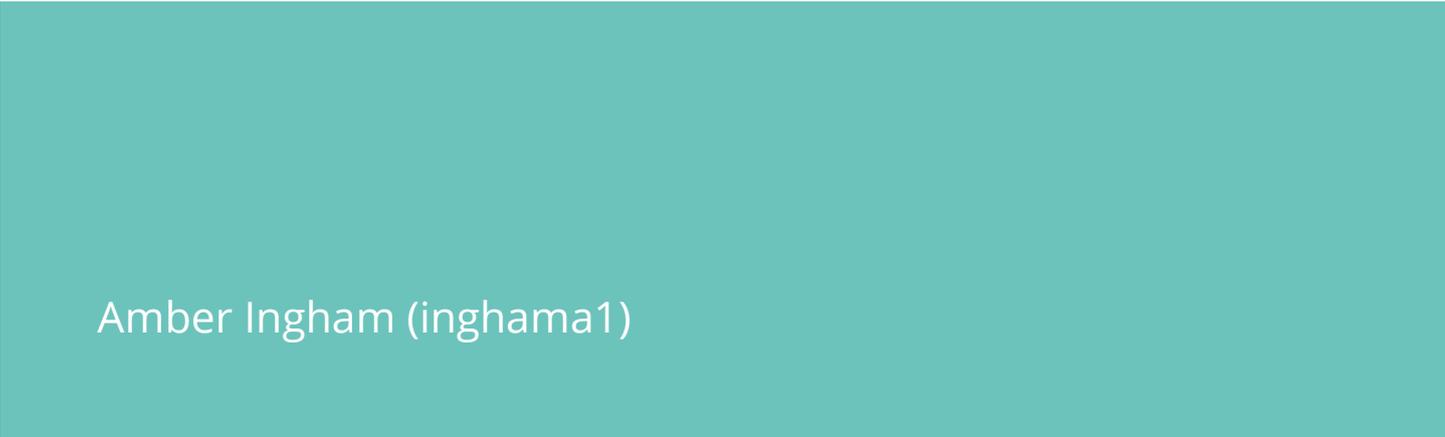


Importing Moodle Shells

A CTL MOODLE GUIDE



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In this guide, we'll walk you through the steps to import a previous Moodle course (shell) into your current course. This can be useful if you'd like to reuse content from a previous course or a pre-prepared master shell.

BEFORE YOU BEGIN

- **Prepared Template:** You'll need a previous shell (course) ready for import. If you're new or don't have an existing shell, consult your department to see if any master shells are available.
- **Finalizing Changes:** Make sure all updates to the previous shell are completed before importing, as changes made after the import won't be reflected in the new course.

Step-by-Step Process

1. **Navigate to the Current Course:**
 - a. Go to the course where you want to import content. This should be the course that will be used for the upcoming semester.
2. **Access Course Reuse Settings:**
 - a. In the course navigation menu at the top of your Moodle shell, select **"More"**.
 - b. From the dropdown, click on **"Course reuse"**.
3. **Choose Import:**
 - a. Ensure that the action in the dropdown menu is set to **"Import"**.
4. **Select the Course to Import From:**
 - a. You'll see a list of all available courses. Scroll through to find the course you want to import from.
 - b. If you have many courses, use the search bar at the bottom of the page to find the correct course by name.

Important: Double-check that you are selecting the correct course to import from.

5. **Initial Settings:**
 - a. Once the course is selected, click **"Continue"**.
 - b. On the next screen, you'll see **Import Settings**, where you can choose which parts of the course to import. Deselect any settings or sections you do not wish to import, then click **"Next"**.
6. **Schema Settings:**
 - a. Here, you can fine-tune your selections further by individually choosing which content to import (such as assignments, quizzes, or resources). You can import specific sections or uncheck items you don't need.
 - b. After selecting the desired content, click **"Next"**.
7. **Confirmation and Review:**



- a. The final page shows a summary of the content to be imported. Review your selections carefully to ensure accuracy.
 - b. When satisfied, click **"Perform import"**.
8. **Wait for Import to Complete:**
- a. Depending on the size of the course, the import process may take a few minutes. Once complete, click **"Continue"**.

You will now have access to the newly imported content in your current course!

Your Moodle shell is now ready with the imported content. You can proceed with any additional customizations or updates as needed.

For more detailed information, visit Moodle's official documentation on course imports.