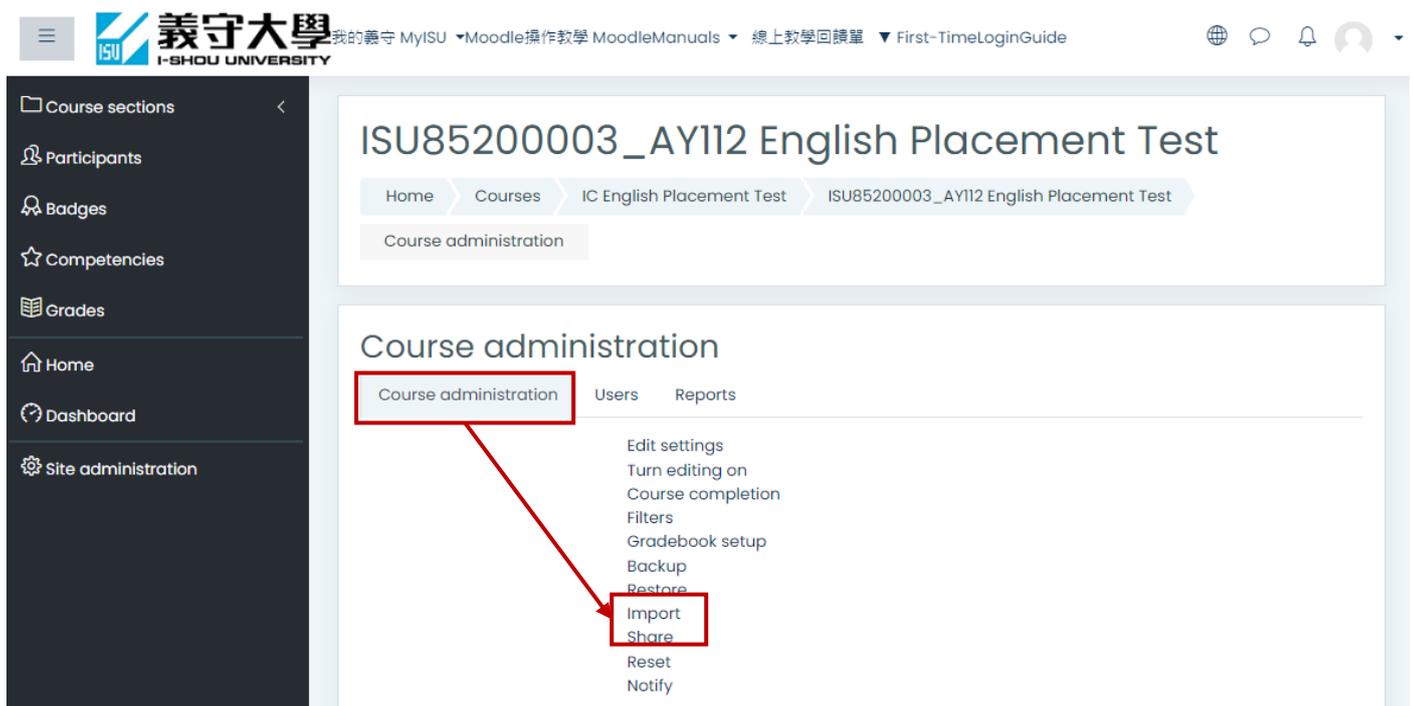


1. Click on the course you want to import content into (e.g. your new teaching course)

2. Click  > **More**



3. **Course administration** , click on **Import**



4. Select the course you want to import the data from. Click on Continue to proceed to next step. If the list of course is too long, you may use the search function to narrow down the results.

For example, search for "English Placement Test," and click on the old course you want to select.

ISU85200003_AY112 English Placement Test

Home Courses IC English Placement Test ISU85200003_AY112 English Placement Test Import

Find a course to import data from:

Select a course Total courses: 3

Course short name	Course full name
<input type="radio"/> ISU85200003_AY112 English Placement Test	ISU85200003_AY112 English Placement Test
<input checked="" type="radio"/> ISU85200002_AY111 English Placement Test	ISU85200002_AY111 English Placement Test
<input type="radio"/> ISU85200001_AY110 English Placement Test	ISU85200001_AY110 English Placement Test

English Placement Test

Search

Continue

5. Click **Next**

ISU85200003_AY112 English Placement Test

Home Courses IC English Placement Test ISU85200003_AY112 English Placement Test Import

1. Course selection ► 2. Initial settings ► 3. Schema settings ► 4. Confirmation and review ► 5. Perform import ► 6. Complete

Import settings

- Include activities and resources
- Include blocks
- Include filters
- Include calendar events
- Include question bank
- Include groups and groupings
- Include competencies

Jump to final step Cancel **Next**

6. On the Schema settings page you will select the item(s) to copy. By default, all sections and the items in them are selected. Click None (at top) to deselect all Sections and the activities and resources they contain

select the item(s) to copy > **【next】**

The screenshot shows the Moodle Schema settings page for I-Shou University. The page is titled "Include:" and has a breadcrumb trail: "1. Course selection > 2. Initial settings > 3. Schema settings > 4. Confirmation and review > 5. Perform import > 6. Complete".

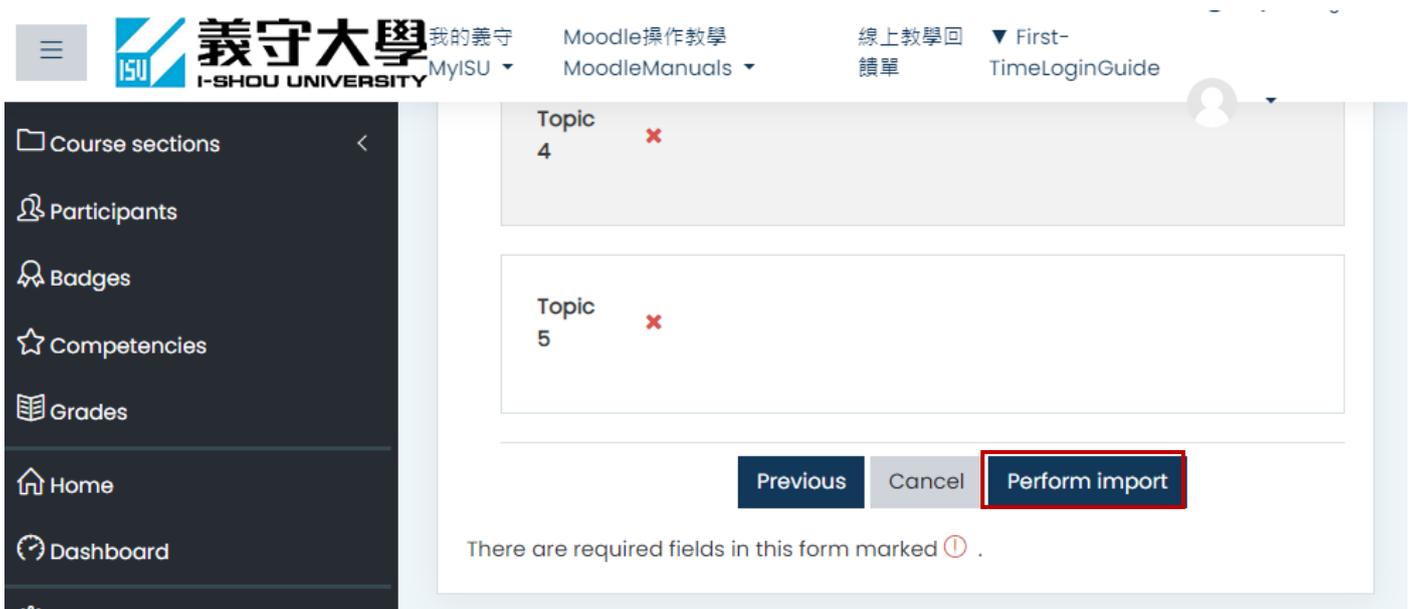
On the left side, there is a dark sidebar with the following menu items: Course sections, Participants, Badges, Competencies, Grades, Home, Dashboard, and Site administration.

The main content area shows a list of items to be included in the import. At the top, there is a "Select" dropdown menu with "All / None (Show type options)" selected. Below this, there are several sections, each with a checkbox and a title:

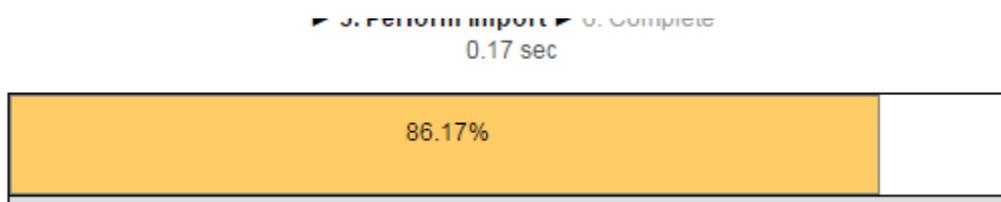
- General
- 公告
- Reading Placement Test Fall 2022
- Week 1 Reading Placement Test
- English Proficiency Exemption Chart for Reading and Writing Classes
- English Proficiency Exemption Chart
- Writing Assessment for Spring 2023
- Topic 4
- Topic 5

At the bottom of the page, there are three buttons: "Previous", "Cancel", and "Next". The "Next" button is highlighted with a red box, and a red arrow points from the selected items to it.

7. On the Confirmation and Review page, review all the settings. Once everything is confirmed, click on **【Perform import】**.



8. A progress bar will be displayed showing the backup progress. This may take a while depending on the size of your course data.



9. A message will be displayed upon completion of the import process. Click **Continue** to go back to the course view
Click **【Continue】**
You will be returned to your course page with the Section containing the copied item(s) added. As needed, move each copied item into the Section where you want it to appear

Import complete. Click continue to return to the course.

Continue