# Course Import in Moodle

- Prior to attempting to import previous course materials, faculty should:
  - Make sure all courses they will teach in the upcoming session appear when logging in to **Moodle**.
  - Make sure the courses are named correctly and have accurate course section numbers
  - If a course is missing or is not named correctly please inform the Distance Education Department wcc-de@waynecc.edu or 919-739-7023, as soon as possible.

Importing the course from one semester to a new course shell is a simple process. Starting in the new and relatively empty course shell (all courses do have the WCC Master Template applied):

- In the **Course Administration** block, click Import:
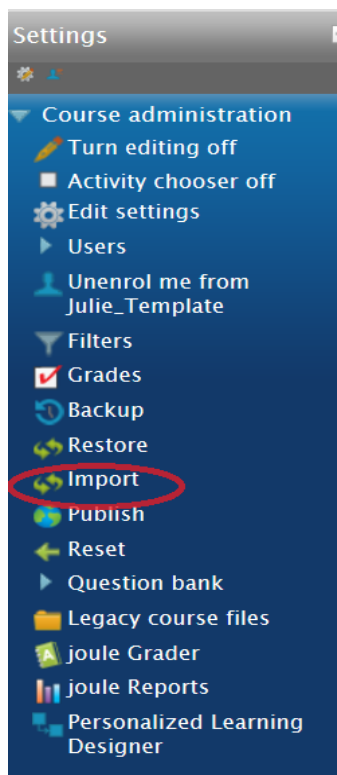
- menu similar to this one will appear:

Find a course to import data from:

Select a course   Total courses: 10

Course short name	Course full name
DRE-098	DRE-098-Integrated Reading and Writing
DRE-097	DRE-097-Integrated Reading and Writing
DRE-096	DRE-096-Integrated Reading and Writing
mindlink	mindlink
2013SUO-ACA11140	2013SUO-ACA11140-College Student Success
2013SUO-ACA12240	2013SUO-ACA12240-College Transfer Success
2013SUO-ACC12040	2013SUO-ACC12040-Prin of Financial Accounting
2013SUO-AGR12140	2013SUO-AGR12140-Biological Pest Mgmt
2013SUO-AGR13940	2013SUO-AGR13940-Intro to Sustainable Ag
2013SUO-AGR14040	2013SUO-AGR14040-Agricultural Chemicals

Search

Continue

The courses each faculty member sees in this list will vary. In the list, locate the course intended as the **Import From** course. Then click **Continue.**

- If the desired **Import From** course does not appear in this list, use the Search bar below the list to locate the desired course
- Select the appropriate course and click Continue.
- If faculty did not teach this course in the previous semester, contact: The Distance Education office at 919-739-7023

● Once a course is selected to import from, the initial settings screen will appea**r:**

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

Backup settings
- Include activities ☑
- Include blocks ☑
- Include filters ☑

Personalized Learning Designer Settings
- Include PLD data ☑
- Include PLD log data ☐

Cancel   Next

In this screen, leave the default items checked and click **Next.**

● The **Schema settings** screen allows faculty to make specific import selections. Uncheck any of the items you do not wish to import. For example, the Moodle User Guide, Student Support Information, Enrollment Verification Quiz, Dropping or Adding a Student and

Instructor Moodle Support, these item will already be in the new template.

Select desired items for import. Then click **Next.**

- The **Confirmation and review** screen will appear next:

Insure the selections are accurate, if there are items incorrectly checked or not checked, click **Previous,** fix any problems. If the selections are correct, click **Perform Import.**
- Depending on the amount of information in the course this may take several minutes.
- The next screen will confirm the Import is complete, click **Continue a**nd return to the course.
- In addition to the generic course shell items, faculty will see the imported items in the new Moodle shell.

Once Import is complete, attend to the following tasks:
- Remove any unintentionally duplicated items
- Update any dates in the course to reflect the upcoming session, remove or update any reference to seasons (Winter, Spring, Summer, Fall)
- Confirm that any links work as expected. This applies to links within Moodle and to other online resources
- Edit the course syllabus as needed for dates, course changes, and contact information, as well as, any other updates needed.