Greetings,

To ease the process for next semester, here are some steps that can help you to import past semester materials into a current semester. **First** you need to search your Moodle site to see if you have access to the past course or courses. If you do, you can continue with the following steps. If you do NOT have the courses showing on your Moodle site, please email dlit@andrews.edu with the acronym, number, section number and the semester of the past course. We will get that restored for you. Once you are notified that is complete, than you can continue with the steps below.

1. Make sure you have the same amount of topics/weeks in the new course as was in the course you will be copying from
2. Click on **Import** in the Administration Block
3. If the course is not listed, in the **search box** type the acronym, number, and section number of the course.
4. Select the course to copy by clicking in the box next to the name of the course
5. Click **Continue**
6. Click Next (on the right side)
7. Uncheck the items you do NOT want to copy into the new course. Items not to import are:
   1. Surveys
   2. Attendance
   3. Turnitin Assignments
8. Click **Next**
9. Click **Perform Import**
10. Click **Continue** (it will refresh back to your course) 5 times
Please remember that we are here to serve you. Do not hesitate to contact us if you need technical assistance or have suggestions for the betterment of LearningHub.

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“Seek Knowledge, Affirm Faith, Change the World”

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