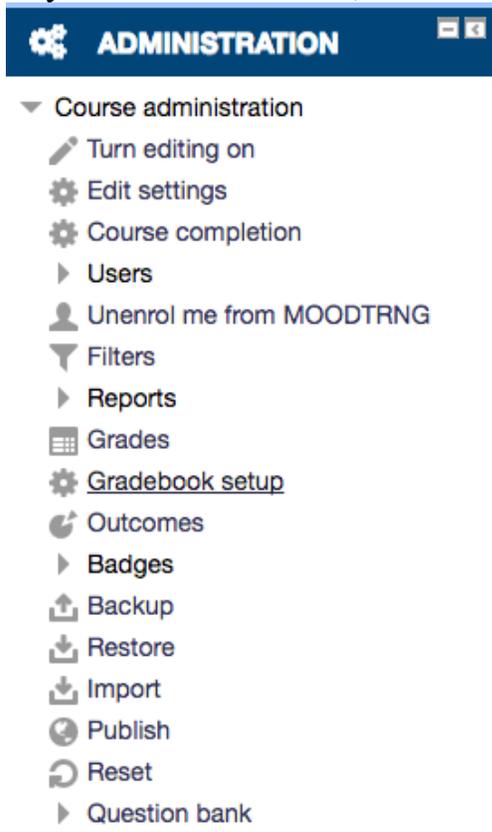# How to Import Content from a Previous Course

Documents and activities you created in a previous course don't have to be recreated. Moodle has an import feature that copies your content from another course. The import handles files, folders, topics, assignments, forums, quizzes, and even your Grader Report setup.

Step 1:

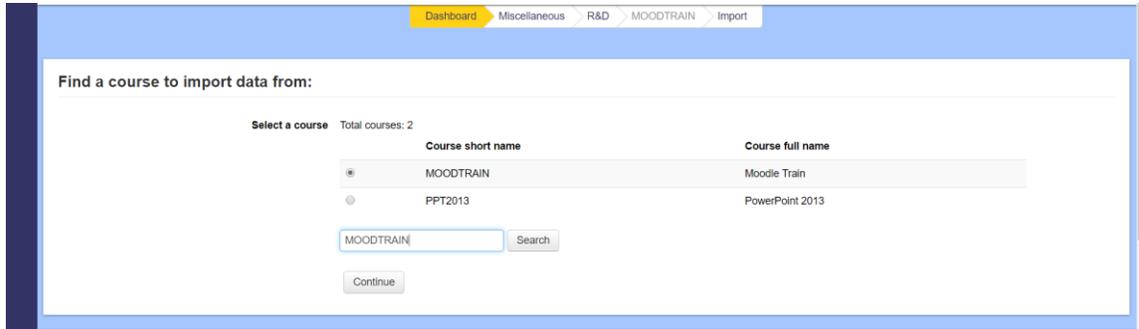In your Moodle Course, click the 'Import' link

Step 2 :

A list of courses will appear if it is not the course you will like import from you will have to type in course short name(Ex : CRJU:2011:01) in the search box.
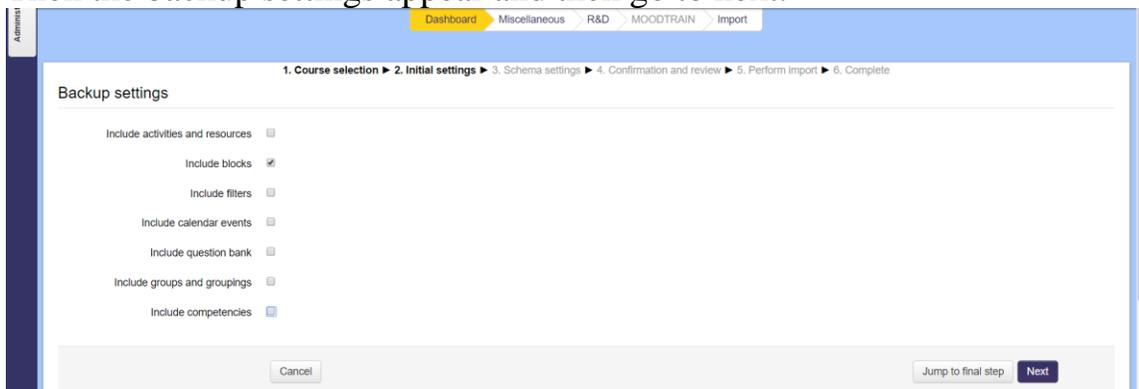
Step 3:

When the course appears you will need to click on radio button and then click on continue.

Step 4 :

Then the backup settings appear and then go to next.

Step 5 : This step shows in detail about the course. If you find anything that is not in use then uncheck that and go to next.

Step 6 :

This view shows you what will not be imported in the red cross (X) and then import.

Step7 :

Click continue and your import has been completed.