

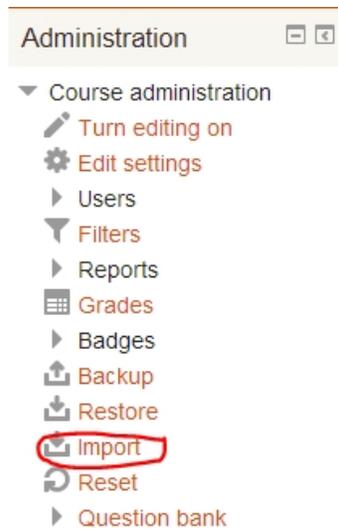
Teaching Same AM/PM Courses with Moodle

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For teachers who teach both morning and afternoon classes, we have created two separate courses for you. However, when you done with course editing for the AM class, you don't have to repeat your effort for the PM class. Instead, you may readily use the Moodle "**Import course data**" function to import course activities and resources from your AM course. This function allows you to re-use your teaching resources, even for the next school year if you teach the same course.

How to import activities or resources

- In *Course administration* > Settings click on the *Import* link:

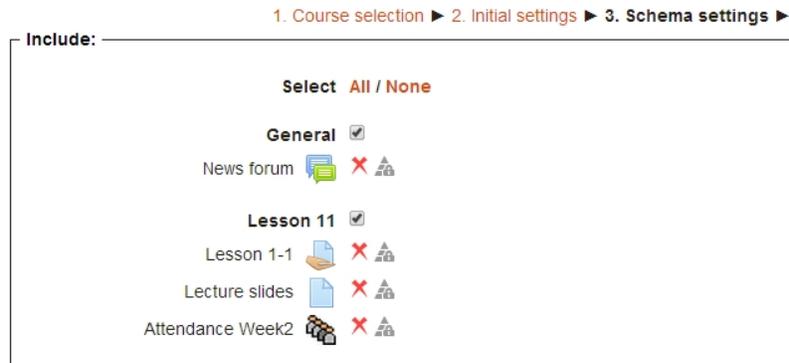


- Select the course you wish to import from and click *Continue*.
- You'll be presented with the "*Backup settings*" page. Use the check boxes for import activities, blocks and or filters as types of items which will show on the next screen.

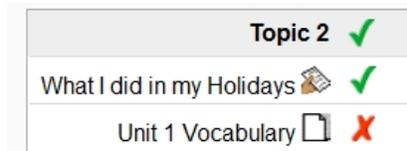


Cancel

- Select the elements you want to include in the import in the *Schema settings* step.



- Review and click *Perform import* or click the *Cancel* or *Previous* buttons. The confirmation page will place green check marks and red marks next to the backup settings and include item list for you to review.



- You should see the “Import complete. Click continue to return to the course.” message, or an error message indicating that the import process did not take place.