**Importing content from one course to another.** You can import content into your course from another course, provided you are a teacher in both the courses.

1. In the “Settings” block of the course to which you want to add the content, click “Import”
2. In the list choose the course you want to import from and click “Continue”
3. By default, everything that is importable is checked, so you must uncheck anything you don’t want to import.
4. Click “Next,” then uncheck anything you **don’t** want to import. You must uncheck each item. Simply unchecking a topic’s name does **not** uncheck the items in that topic, it only hides them and they still will be imported.
5. Scroll down and click “Next” again, then scroll down and click “Perform import.”
6. After what may take a few minutes, click “Continue.”
7. In each course topic you will now see any items that were already in that topic followed by any items that were imported into that topic from the other course.