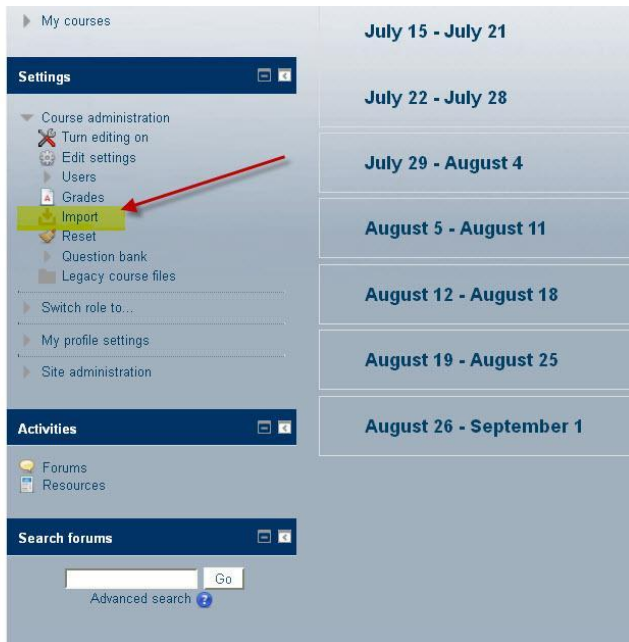# How to Import Template (Or Select Content) Into A New Course Shell
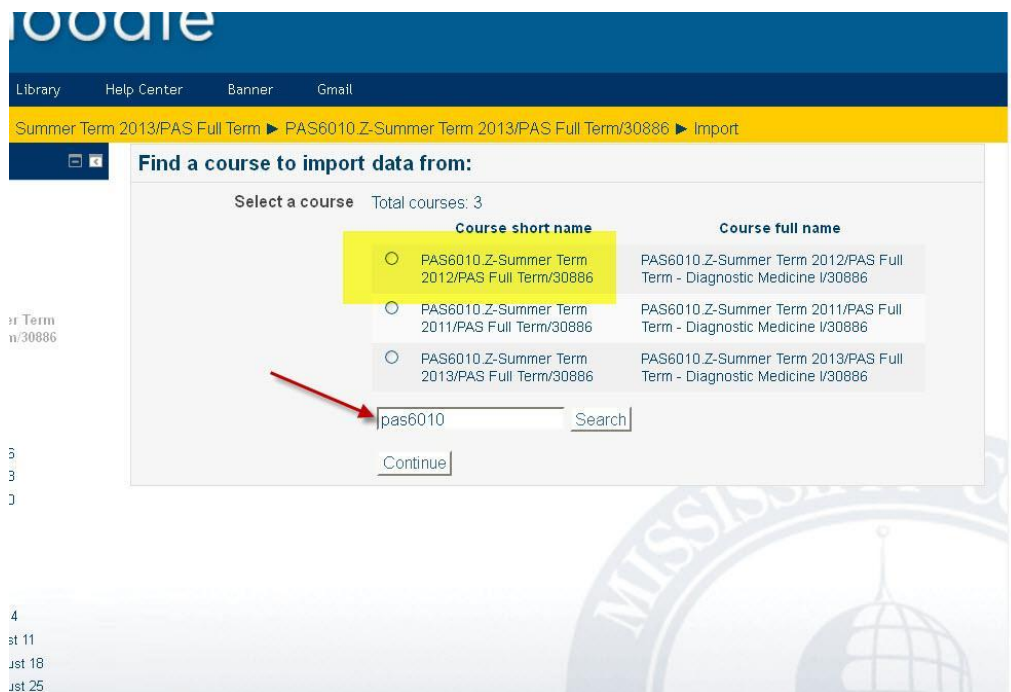
Course content, such as activities and resources, may be imported from any other course that you as the instructor has editing teacher permissions to access. This will allow you to reuse your course content (whether in part or in entirety) of a course, rather than recreating the identical course again from scratch. Here's how.
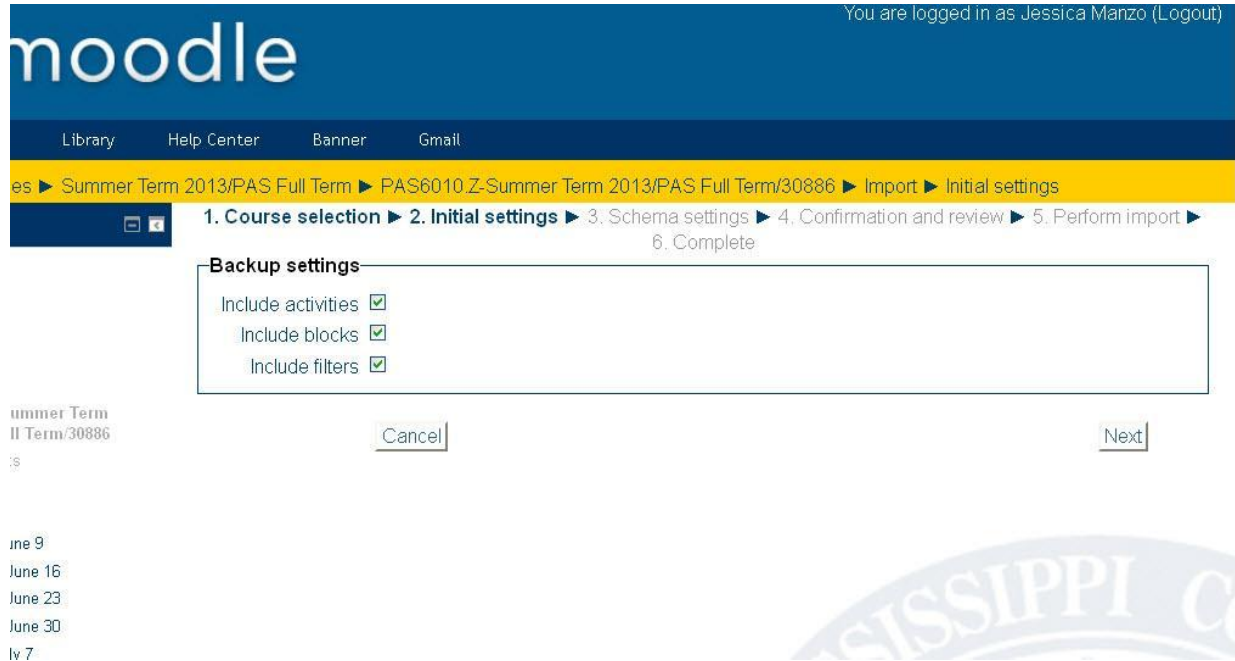

1. Click on the link to the empty course shell that needs content.

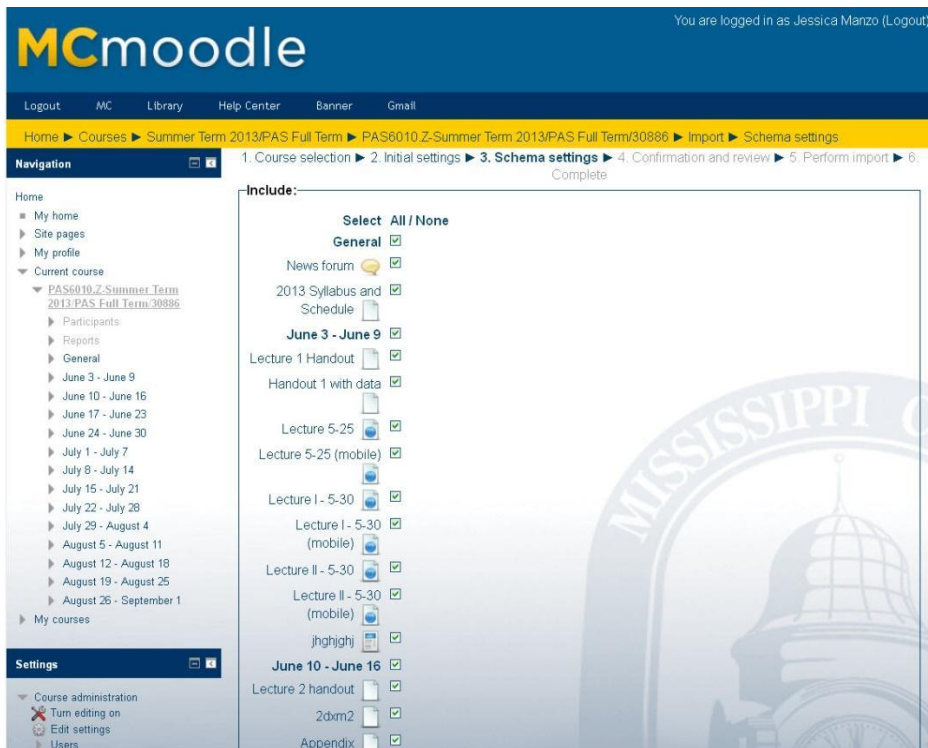2. Select **Import** in the Settings block on the left side of your course home page shell.

3. **Select the course that has the content you need to import.** If you are importing the template because you are developing a new course, search by "Template". If you do not see your course in the list, you may need to search for it. Be sure to search by either the course number with all alpha-numerics together and no space, or by CRN number, which is the 5 numbers listed at the end of the MCMoodle course name. (Example: **PAS6010** or **30886**.) Then click "Continue".

3. You are offered the option of adding all or partial content.

4. You will be given the option to add all or uncheck any content item you do not want to import. Remember that you are viewing your "old" course where the content currently resides. When you copy your content over, your course will reflect the new dates. The import does not include copying the "old" dates over.

5. Notice that as you move through the import process, there is a progress bar that lets you know in what stage of the import is in progress.

6. Continue through the process to completion.

Note: You will need to change the dates of your new course.