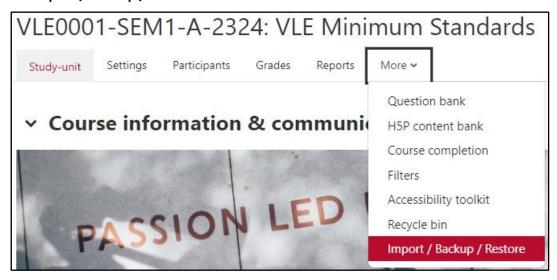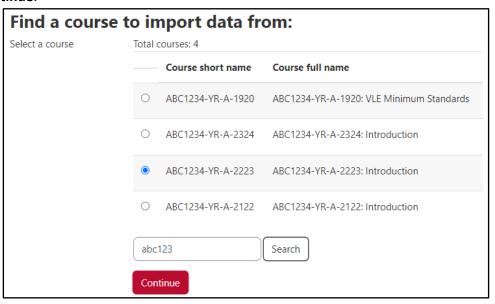## Using Import in the VLE

The **Import** feature allows tutors to copy study material from one VLE area to another. *Import* copies all the files, resources and activities that the tutors have set up for students, except for submissions made by students, such as assignments, forum posts etc.
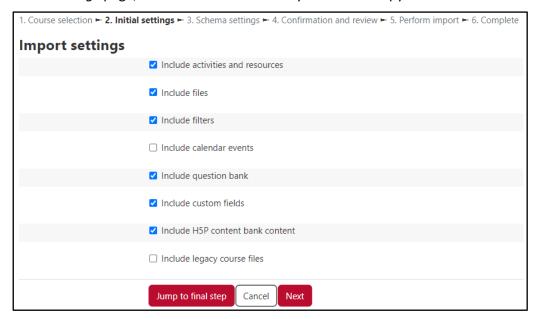
> **Note:**
> - Unlike the VLE Copy Tool, the *Import* feature does not override any material already present in the VLE area. Imported material is merged with that already available.
>
> - *Import* also allows tutors to copy just parts of a VLE area rather than the whole area.

1. Access the VLE area where you want to copy the material.
2. Click the **More** tab from the tabular navigation menu beneath the VLE area name.
3. Choose **Import / Backup / Restore**.



4. Ensure that the drop-down menu in the top left corner reads **Import**.
5. Within the *Find a course to import data from:* section, select the VLE area which you want to copy material from. Use the **Search** box if the area is not listed.
6. Click **Continue**.

7. In the *Initial settings* page, ensure that all the items you want to copy are ticked and click **Next**.



8. In the *Schema settings* page, untick any resources or activities which you do not want to copy and click **Next**.

9. In the *Confirmation and review* page, review which resources and activities will be copied and if all is in order, click the **Perform import** button to start the copy process.

10. Click **Continue** to return to the VLE area.



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**Note:**

- *Import* will copy the **Lecture Capture (Panopto)** and **Zoom meetings manager** activities but will **not** copy the recordings.

  **Tutors are required to manage their lecture recordings in a manner that is compliant with General Data Protection Regulation (GDPR).** If you plan to re-use lecture recordings (e.g., Zoom, Panopto) that feature student participation (e.g., student audio, video, name), it is understood that the participating students have been informed and consented that the lecture recording can be re-used with other student cohorts.

  To copy and move recordings in Panopto, refer to the Copying and moving recordings [PDF] guide.