

How to copy items from one Moodle course to another (Using the import tool)

If you have files, webpages or activities in one Moodle course that you want to copy to another course, you can use the **Import** function

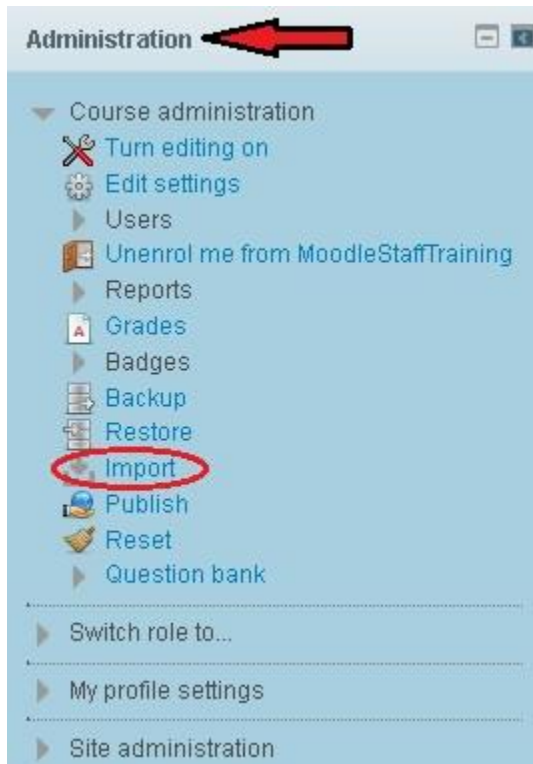
1) From the **Home** page, click on **My Home**



2) On the **Course overview** column, select the course you want to copy items to. (In this example, we are importing items **from** the *Spanish Business Class* **to** *Moodle Staff Training*)



3) Under the **Administration** tab, click on **Course Administration** on the left hand side and select **Import**.




4) You can select the course you want to copy from, by either selecting one of the options shown in the list or searching for another course in the **search** box below.

Select a course More than 10 courses found, showing first 10 results

Course short name	Course full name
<input type="radio"/> CCVIP.01.SP13	Ipad Course
<input type="radio"/> CAN0001	CANNECT Project
<input type="radio"/> CCVIP-01	Assistive Technology
<input type="radio"/> ACC0004.02.SP14	ACC0004.02 - Individual Income Taxes - SP14
<input type="radio"/> SAL0002.02.SP14	SAL0002.02 - Advanced Selling Methods - SP14
<input type="radio"/> PPM0002.02.SP14	PPM0002.02 - Advanced Professional Project Management - SP14
<input type="radio"/> MKT0040.01C.SP14	MKT0040.01C - Target Marketing - SP14
<input type="radio"/> MKT0032.02.SP14	MKT0032.02 - Managing Your Product - SP14
<input type="radio"/> MGT0058.02.SP14	MGT0058.02 - Creating Effective Teams And Partnerships - SP14
<input type="radio"/> MGT0025.01.SP14	MGT0025.01 - Strategic Planning - SP14

There are too many results, enter a more specific search.

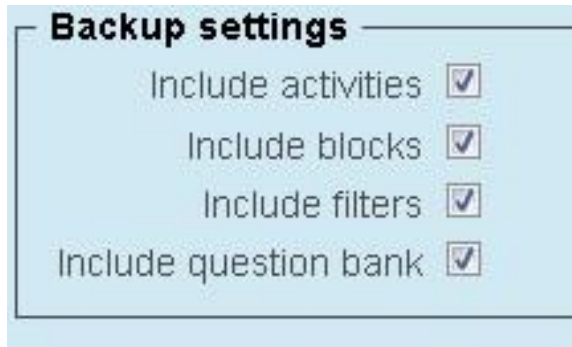


5) Once you have selected a course you would like to import from (e.g. Business Spanish), click **Continue**.

Select a course Total courses: 4

Course short name	Course full name
<input type="radio"/> SPA0003.02.SP14	SPA0003-0004.02 - Spanish 3/Spanish 4- SP14
<input checked="" type="radio"/> SBZ0001.02.SP14	SBZ0001.02 - Business Spanish - SP14
<input type="radio"/> SHP0001.01.SP14	SHP0001.01 - Spanish For Healthcare Professionals - SP14
<input type="radio"/> SPA0003.01.SP14	SPA0002-SPA0003.01 - Spanish 3 - SP14

6) Select whether you want to include **activities** (e.g. assignments, wikis, questionnaires), **blocks** (appear in the left/right columns), **filters**, and **question bank**. After you have made your selections, click **Next**.



Backup settings

- Include activities
- Include blocks
- Include filters
- Include question bank

7) Select the **Topics** you want to import from and transfer over. If there are only a few items that you would like to take across, you can use the **Select All/none** function at the top of the page to manage your imports

Include:

Select **All / None (Show type options)**

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Required Materials: (Please include any required ...

News forum

syllabi

Course Announcements

News forum

Syllabus

Session I.

test 123

Session II

Session III.

Session IV

Session V

Session VI

Session VII

Session VIII

Session IX

Session X

3 June - 9 June

10 June - 16 June

17 June - 23 June

24 June - 30 June

1 July - 7 July

8 July - 14 July

15 July - 21 July

22 July - 28 July

29 July - 4 August

5 August - 11 August

12 August - 18 August

19 August - 25 August

26 August - 1 September

2 September - 8 September

9 September - 15 September

8) Click Next.

9) Review what will be imported on the following page. Anything with a cross will not be imported and anything with a check will.

The screenshot shows a date selection interface with a list of dates and a 'Perform import' button circled in red. The dates are as follows:

17 June - 23 June	✓
24 June - 30 June	✓
1 July - 7 July	✓
8 July - 14 July	✓
15 July - 21 July	✓
22 July - 28 July	✓
29 July - 4 August	✓
5 August - 11 August	✓
12 August - 18 August	✓
19 August - 25 August	✓
26 August - 1 September	✓
2 September - 8 September	✓
9 September - 15 September	✓

At the bottom left, there are buttons for 'Previous' and 'Cancel'. At the bottom right, there is a 'Perform import' button circled in red, and a message: 'There are required fields in this form marked *.'

10) If you are happy with this list, click **Perform import** – otherwise, click “**Previous**” to change your selections on the previous screen.