# Copying Course Content

It is possible to import all or part of a course section into another course. Imported content will not delete or override pre-existing content in the course it is imported into, but will instead be copied into the same order in which it exists in the destination course. For example, if a course with content in the first five topics is imported into another course, that content will be placed into the first five topics of the destination course - regardless of the content already present in those topics in the destination course.

It is possible to import entire courses or specific resources and activities from courses, as long as you have instructor access to **both** the course you wish to import from and the course you wish to import into.

NOTE: It is important to begin this process from the course you wish to import content **into**.
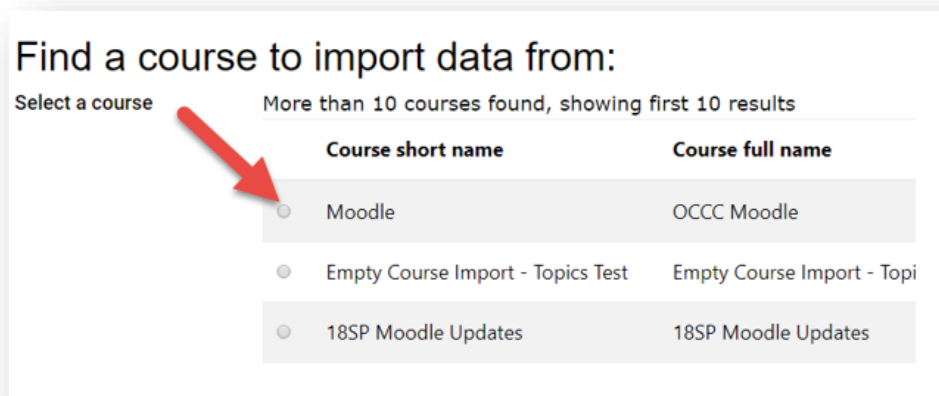
To begin, first log in to Moodle and navigate to the course you wish to import content into. Open the **Admin menu** in the upper-right hand corner of the page.
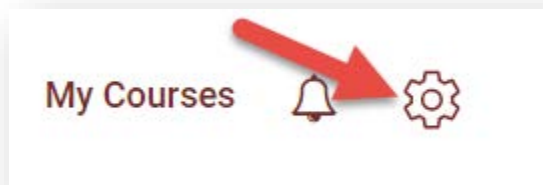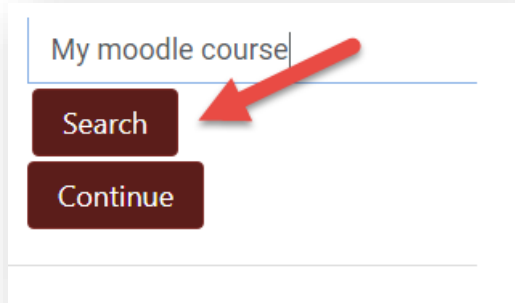

Under the **Course administration** menu, select **Import**.
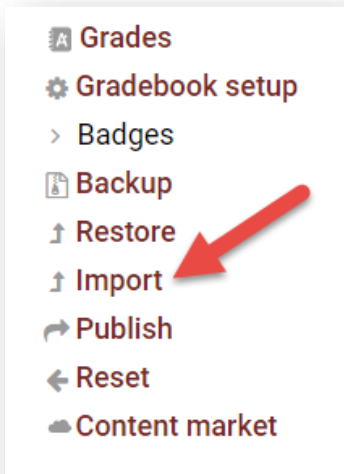
On the next page, select the course you wish to import content from if it appears in the list.

If the course you wish to import from does not appear in the list, you will need to search for it using the **Search** field. Enter the course's course number in the field and select **Search**.

This will load a list of courses which match what was entered in the Search field. If the course you wanted to import from appears in the list, select that course. If the course does not appear in the list you may need to adjust your search terms. If you are unable to locate the course please contact the CLT for assistance.

NOTE: At this point, before you continue, be sure you are in the section you wish to import content into. You can verify this by checking the breadcrumb links at the top of this page. You should see the name of the course listed in the breadcrumb links:
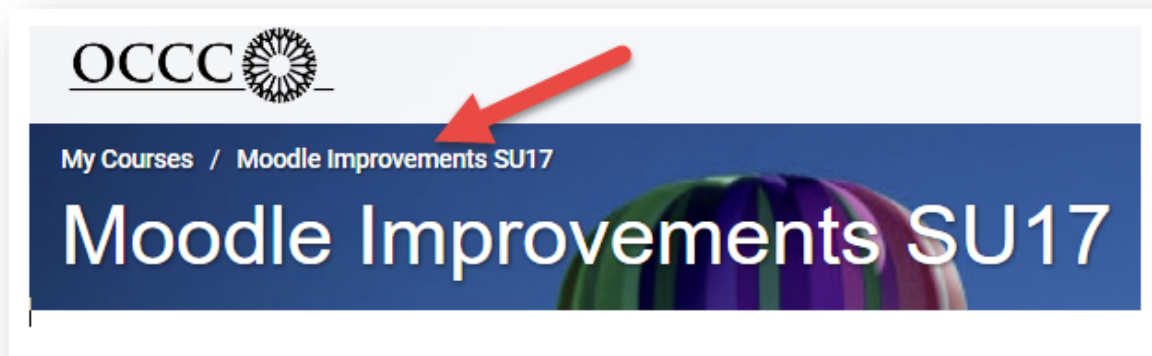

If the name of the course you see in the area indicated above is not the course you wish to import content into, please do not continue. You will need to return to the

Moodle home page, navigate to the course you wish to import into, then repeat the above steps.

After you verified you are in the desired course and have selected the course you wish to copy from in the list, select continue.
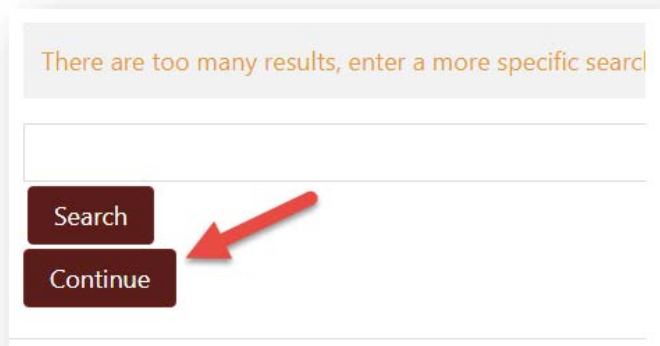
The next page will load a list of options. If you wish to include any Personalized Learning Designer rules, be sure to check the **Include PLD data** box. Otherwise, the default settings will not need to be changed.
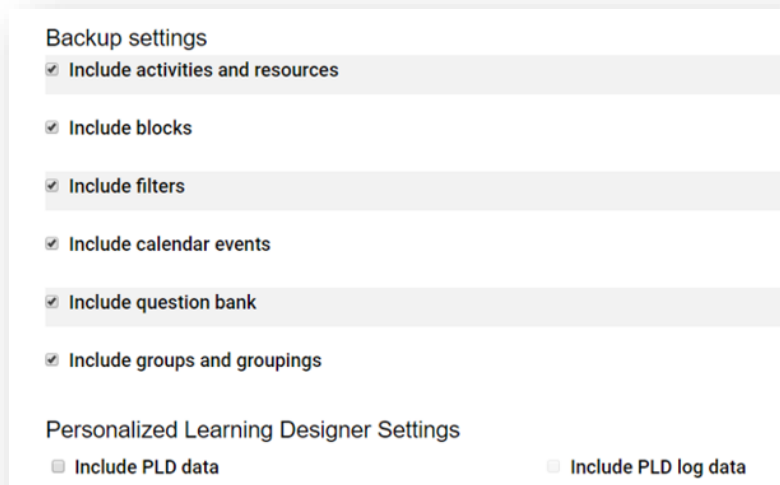
If you wish to copy the entire course, including all content and topics (even empty ones), the question bank, topic titles, and the gradebook setup, you can select **Jump to final step** to skip the next few steps and begin the import process. If you do this, blank topics will be included.

Note: Selecting the **Jump to final step** button will immediately begin the import process. If you aren't sure that you want all of the course content, do not select this button.

If you wish to double-check the course content you are copying, or only want to select specific content to import, select **Next**.
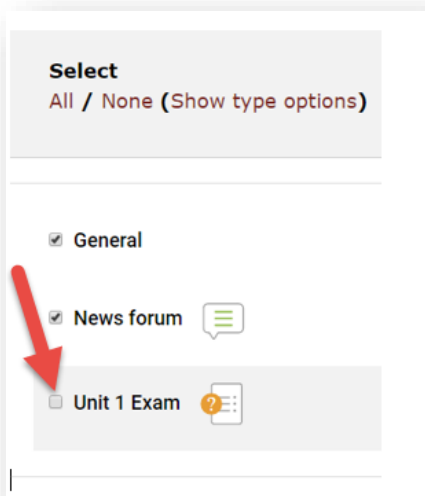
This will load a page which lists all of the content available in the course you selected to import from. Verify the contented listed is the content you wish to import.
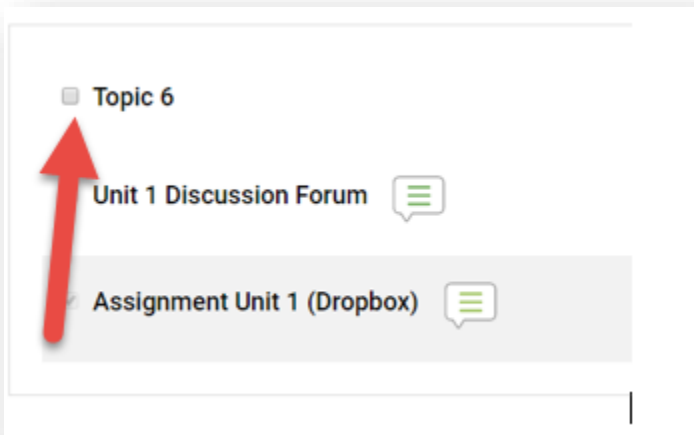

By default, all of the content will be selected. If there is any content you wish to exclude from the import, you can uncheck the box next to that item.
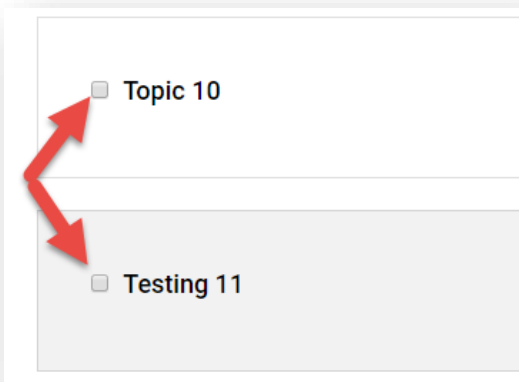
If you wish to exclude an entire topic or section, you can do so by unchecking that topic's title.

In the above example, none of the content in the **Topic 6** folder will be included in the import. Keep in mind that any extra/empty topics will be imported as well. Uncheck any topics that you do not need.

The **All/None** links at the top of the page can be selected to quickly select or deselect all content on the page.

Include:

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

Once you have verified the content and deselected any that you don't wish to import, select **Next** at the bottom of the page:

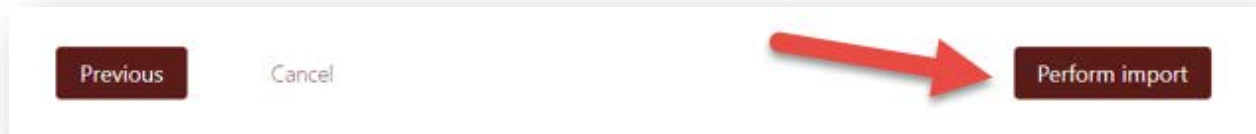Previous   Cancel   Next

This loads a page that shows you what content will be imported. Items with a red X next to them will be excluded, and items with a green checkmark will be included.
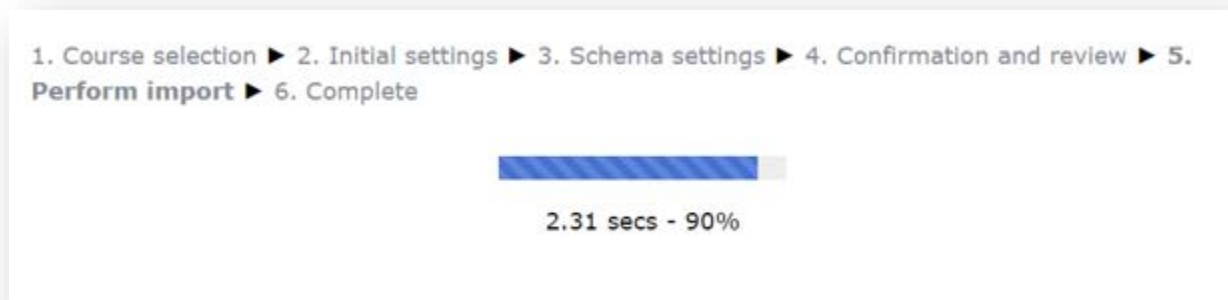
Included items:

General
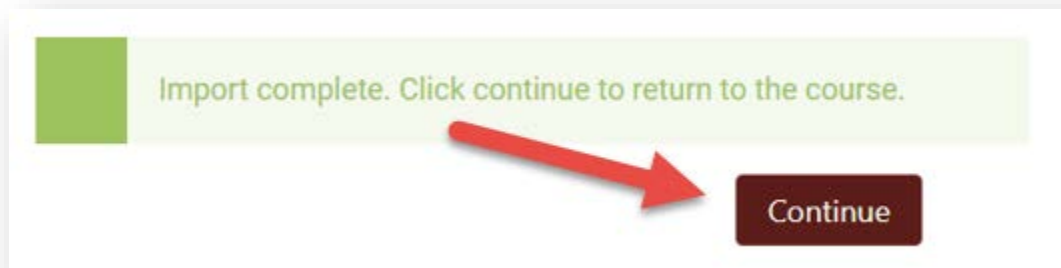✓

News forum 🗨
✓

Unit 1 Exam ▣
✗

Verify the content you want to import is selected, and select the **Perform import** button at the bottom of the page.

This will load a progress screen and begin importing the content.

When the process completes, select **Continue**.

You have now successfully imported content into your course.

If you have any questions about this or would like further Moodle assistance, please contact the Center for Learning and Teaching at 405-682-7838.