

Importing: Copying Courses

Importing: Copying Course Content Explanation

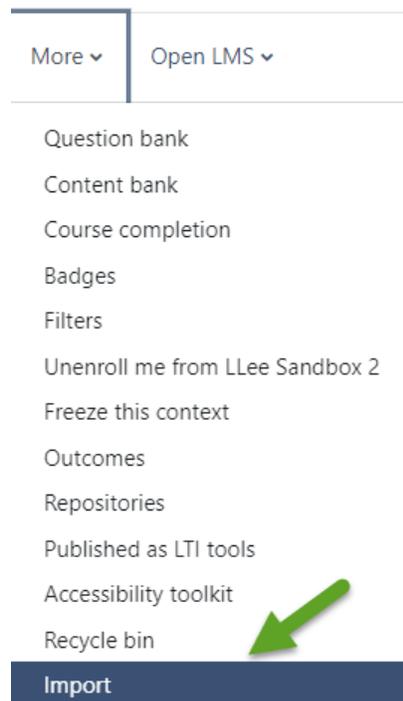
It is possible to import all or part of a course section into another course. Imported content will not delete or override pre-existing content in the course it is imported into, but will instead be copied into the same order in which it exists in the destination course. For example, if a course with 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. This means that your role in the course you are importing from is either the **Teacher** or the **Importer** role.

NOTE: It is important to begin this process from the course you wish to import content into.

Importing Process

To begin, log in to Moodle and navigate to the course you wish to import content into. Open the **More dropdown menu** in the Course Menu and select **Import**.



On the next page, click on **Import**

ARazo New Moodle Sandbox

Course Settings Participants Grades Reports More ▾ Open LMS ▾

Import

Import
Backup
Restore
Copy course
Reset



On the next page, select the course you wish to import content from if it appears in the list.

More than 10 courses found, showing first 10 results

	Course short name	Course full name
<input type="radio"/>	Moodle	Moodle
<input type="radio"/>	Moodle Resources_Boost	Moodle Resources_Boost
<input type="radio"/>	Moodle Orientation_Boost	Moodle Orientation_Boost
<input type="radio"/>	JMoore Snap Sandbox	JMoore Snap Sandbox
<input type="radio"/>	Snap Theme Boost Sandbox	Snap Theme Boost Sandbox
<input type="radio"/>	MMoore Boost Sandbox	MMoore Boost Sandbox
<input type="radio"/>	LBaker Boost Sandbox	LBaker Boost Sandbox
<input type="radio"/>	LLee Boost Sandbox	LLee Boost Sandbox



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 that match what was entered in the Search field. If the course you wanted to import from appears in the list, select that course. You may need to adjust your search terms if the course does not appear in the list. If you cannot 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:

LLee Sandbox 2

[Course](#) [Settings](#) [Participants](#) [Grades](#) [Reports](#) [More ▾](#) [Open LMS ▾](#)

If the name of the course you see in the area indicated above is different from 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, and then repeat the above steps.

After you verify that you are in the desired course and have selected the course you wish to copy from in the list, select continue.

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

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.

1. Course selection ▶ 2. **Initial settings** ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ 5. Perform import ▶ 6. Complete

Import settings

<input type="checkbox"/>	Include permission overrides
<input checked="" type="checkbox"/>	Include activities and resources
<input checked="" type="checkbox"/>	Include blocks
<input checked="" type="checkbox"/>	Include files
<input checked="" type="checkbox"/>	Include filters
<input checked="" type="checkbox"/>	Include calendar events
<input checked="" type="checkbox"/>	Include question bank
<input checked="" type="checkbox"/>	Include groups and groupings
<input checked="" type="checkbox"/>	Include custom fields
<input checked="" type="checkbox"/>	Include content bank content
<input checked="" type="checkbox"/>	Include legacy course files

Personalized Learning Designer Settings

<input checked="" type="checkbox"/>	Include PLD data	<input type="checkbox"/>	Include PLD log data
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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 the 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 the final step button immediately begins the import process. If you aren't sure that you want all of the course content, do not select this button.

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

1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ **5. Perform import** ▶ 6. Complete



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

1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ 5. Perform import ▶ **6. Complete**

Import complete. Click continue to return to the course.



You have now successfully imported content into your course.

If you have questions about this or would like further Moodle assistance, please contact the Center for Learning and Teaching at 405-682-1611 ext. 7838.