

Copying material from one Moodle course to another takes just a few steps. You'll use the course "Import" feature to bring the material from the **original** course into the **destination** course. To copy content from one Moodle course to another, you must be enrolled as a "teacher" in both courses. You can copy just a few items or the entire course.

Turnitin Users—If you created Turnitin assignments in the original course, **do not** copy them to your new course. Create VeriCite assignment links in your destination course after importing the rest of your content.

Ready? Make sure you are in your NEW empty shell, not the prior course site!

To copy an entire course or individual items:

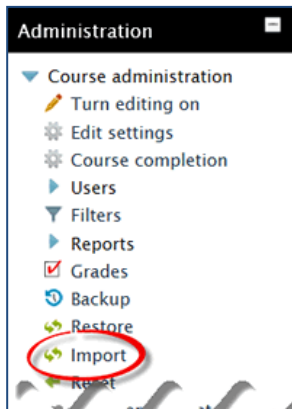


Figure 1: Import Link

1. Open the new **destination** course, and click on **Import** in the **Course administration** block (Figure 1).
2. Select the course that you want to copy from the menu of courses you have taught (Figure 2). If you do not see the course in the list, type the CRN into the search field and click on **Search**.

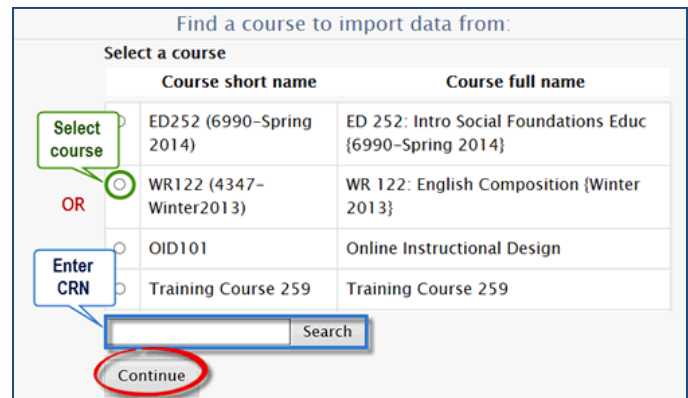


Figure 2: Course Selection Page

3. **Select** the course that you want to copy by clicking in the adjacent circle, then click on **Continue** to initiate the import process.
4. The **Initial settings** page (Figure 3) lists the elements that will be copied into your course. Uncheck the box labeled **Include blocks** to avoid copying obsolete blocks (those that include My SOU, for instance). Note that you have the option to import the **question banks** that the original course contains or leave them behind if you have a new text.
5. To bring in the entire course, click on **Jump to final step** and skip to step 11. To select specific items, click **Next** to continue.
6. On the **Schema settings** page (Figure 4), review the course contents that have been preselected for you to copy into the destination course.
7. Deselect the **Announcements** link to avoid creating a duplicate link in the destination course.
8. Deselect any Turnitin assignment links—you'll need to create new VeriCite assignment links in your destination course site.

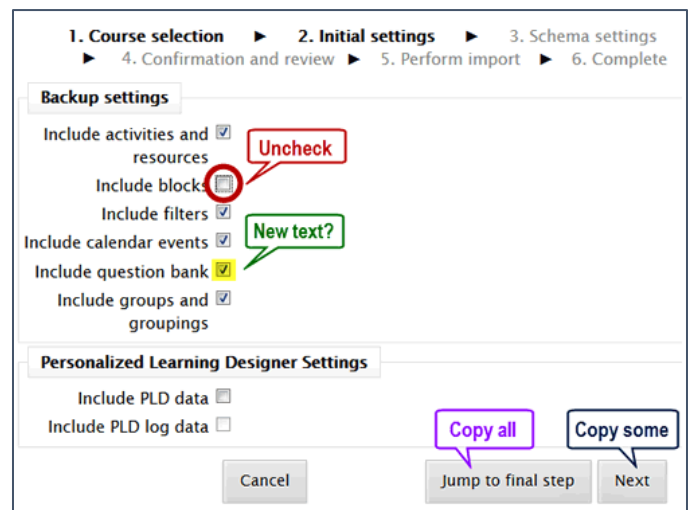


Figure 3: Initial Settings Page

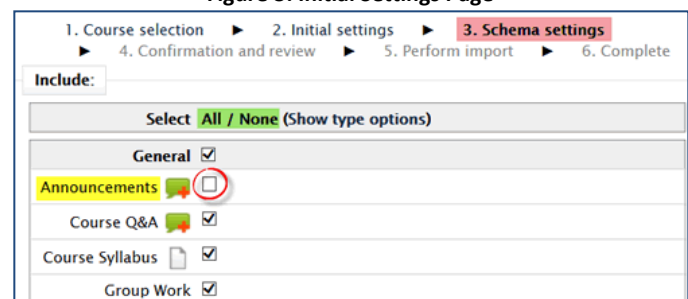


Figure 4: Schema Settings Page

TIP: If you're not copying everything over from the original course site, you might find it easier to click on the link for **None** at the top of the page by "Select," and select specific items that you wish to copy into your destination course (Figure 4). Note that you must click on the box associated with the section where the items are located before you can check the box adjacent to each item you wish to copy over.

9. When you have identified all elements that you want to copy into the destination course, click on **Next** (Figure 5).
10. On the **Confirmation and review** page (Figure 6), review the elements that you've selected to copy. If you are satisfied with your choices, click on **Perform import** (Figure 7) to complete the import process.
11. When the import process is complete, you'll see a confirmation notice (Figure 8). Click on **Continue** to return to your course. **If you jumped to the final step**, be sure to 1) delete the extra "Announcements" link, and 2) delete any Turnitin assignments copied over from the prior term.

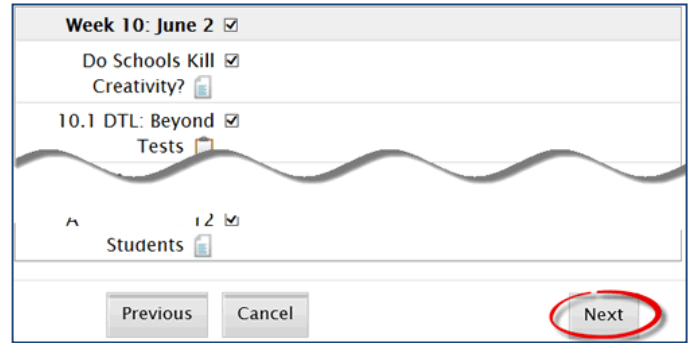


Figure 5: Submit Item Selection

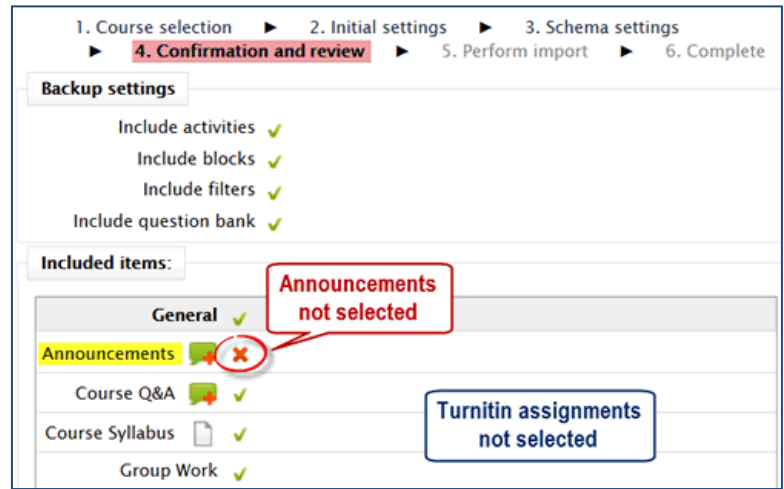


Figure 6: Confirmation Page

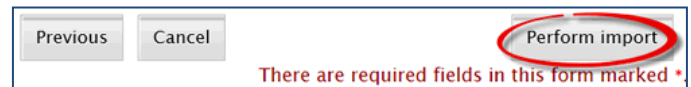


Figure 7: Perform Import

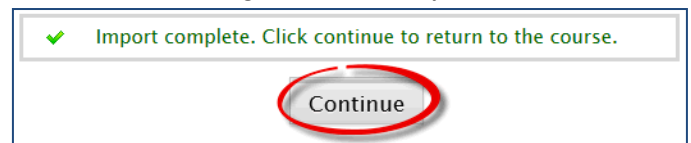


Figure 8: Import Completion Notice

Once you've returned to your newly outfitted course, be sure to turn editing on and:

1. Delete any duplicate "Announcements" links. Likewise, check to make sure you don't have any duplicate blocks in the left column. Be sure to delete any blocks containing links for My SOU or CU Thrive, as these are obsolete. Hover over the top margin of the block to display the delete icon and click on it to remove the surplus block.
2. Update settings for due dates on assignments and quizzes—don't forget to check the year! **TIME-SAVER TIP:** Use the "Activities" block to access all quiz and assignment links quickly and easily. You'll be able to see at a glance which have been updated and which still need to be revised for the new term.
3. Review the entire course, including the grade book.
4. Make sure all items display properly and have the correct settings.
5. Note that items that were marked as "hidden" in the prior course may now be visible.
6. Create VeriCite assignments to replace any Turnitin links from your prior course. You can copy and paste descriptions from the previous course site.
7. Update your syllabus and other files and repost them as needed.

For more information about preparing your site for a new term, refer to the [Moodle New Quarter Checklist](#).

Troubleshooting...

Orphaned Materials. If there were more sections in your original course than are available in your new course, materials from the extra sections will be dumped into an area labeled "Orphaned activities" at the bottom of the course main page. To make those items available to students, you'll need to add sections.

Oops! Occasionally, courses get imported more than once into a course shell (the record so far is four times!) or the wrong course gets imported. Send a message to the Center for Instructional Support including the offending CRN and we'll be happy to remove everything so you can start over.