

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.

! Ready? **Make sure you are in your NEW empty shell, not your prior course!** Check the term in the breadcrumb trail just to be sure.

To copy an entire course or individual items:

1. Open the new **destination** course, and click on the **admin gear** (Figure 1).
2. Click on **Import**.
3. 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**.
4. **Select** the course that you want to copy, then click on **Continue** to initiate the import process.
5. 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 bank** that the original course contains or leave it behind if you have a new text.

The next step you take depends on whether you want to copy the entire course or select particular items to copy.

Copy all

6. To bring in the entire course, click on **Jump to final step**. When the import process is complete, click on **Continue** to return to your course. Be sure to 1) delete any extra "Announcements" links, and 2) delete any Turnitin assignments copied over from the prior term. See "Final Steps" below for tips on updating your course.

Copy some

6. To select specific items, click **Next** to continue.
7. On the **Schema settings** page (Figure 4, next page), review the course contents that have been preselected for you to copy into the destination course.
8. Deselect the **Announcements** link to avoid creating a duplicate link in the destination course.
9. Deselect any Turnitin assignment links—you'll need to create new VeriCite assignment links in your destination course site.

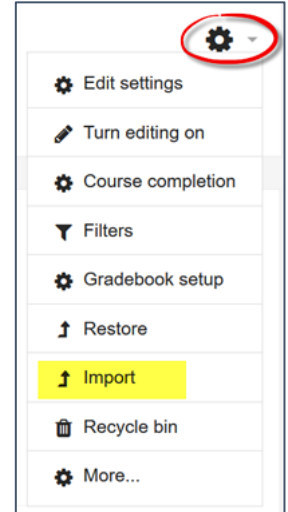


Figure 1: Import Link

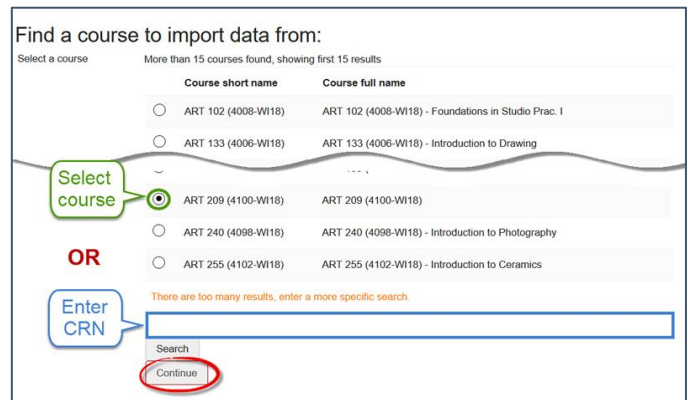


Figure 2: Course Selection Page

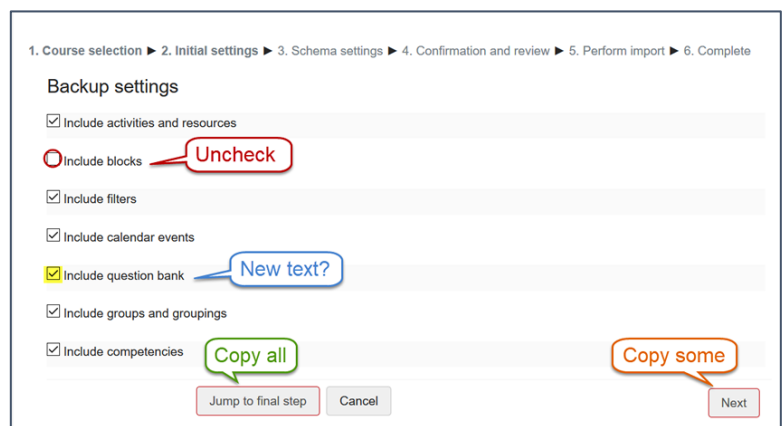


Figure 3: Initial Settings Page

TIP: If you intend to copy a limited number of items from the original course site, you might find it easier to click on the link for **None** at the top of the page, and select the specific items that you wish to copy (Figure 4). To leave out the contents of an entire section, uncheck the box adjacent to its title (Figure 5). **NOTE:** To select any item, the section where it is located must be selected before you can choose the item itself.

10. After selecting items to copy, scroll down and click on **Next**.
11. On the **Confirmation and review** page, review your selections. If you are satisfied, click on **Perform import**.
12. Click on **Continue** to return to your course when the process is complete.

Final Steps

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 on the right. Be sure to delete any blocks containing links for My SOU or CU Thrive, as these are obsolete. With editing turned on, hover over the top margin of the block to display the delete icon and click on it to remove each surplus block.
2. Update settings for due dates on assignments and quizzes—don't forget to check the year! **TIME-SAVER TIP:** Use the new "Dates" tool to update all quiz and assignment links quickly and easily. Open the admin gear, click on **More...**, then click on **Dates** in the **Reports** area.
3. Review the entire course, including the grade book. Make sure all items display properly and have the correct settings. Note that items that were marked as "hidden" in the prior course may now be visible.
4. Create VeriCite assignments to replace any Turnitin links from your prior course. You can copy and paste descriptions from the previous course site.
5. 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 by clicking on the plus sign at the bottom of the course main page.

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.

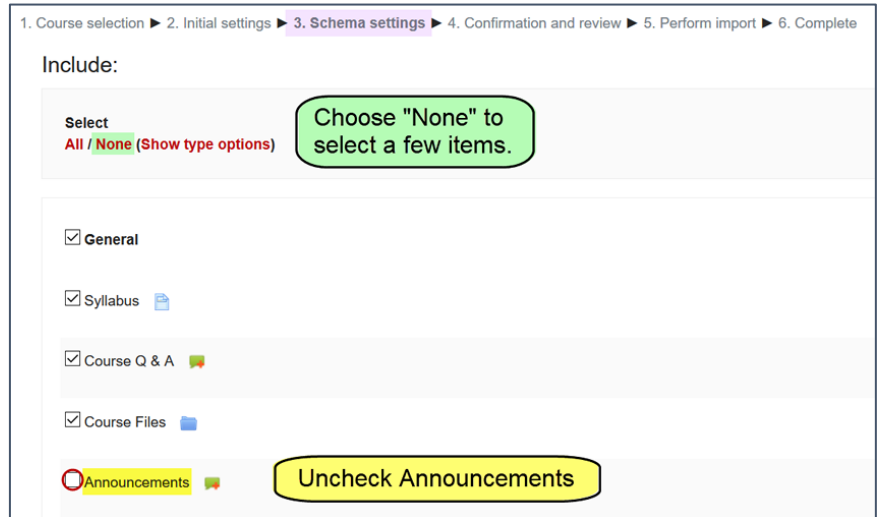


Figure 4: Schema Settings Page

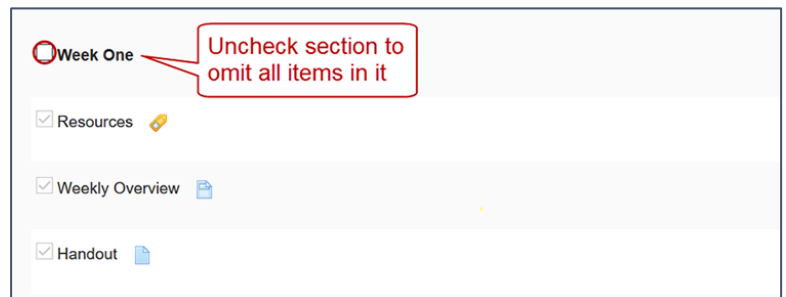


Figure 5: Leave Out Entire Section