Copying Content Between Courses in Moodle

Copying material from one Moodle course to another takes just a few steps. You'll use the course "Reuse" 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 **More** link at the top of the course (Figure 1).

2. Click on **Course reuse**.

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 in the search field and click on **Search**.

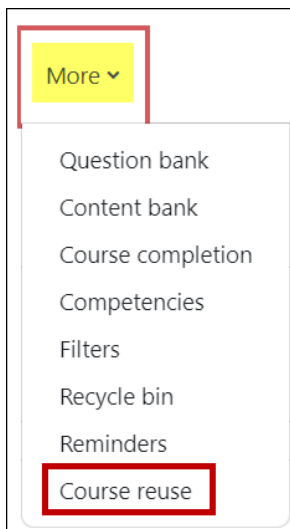4. Select the course that you want to copy, then click on **Continue** to initiate the import process.

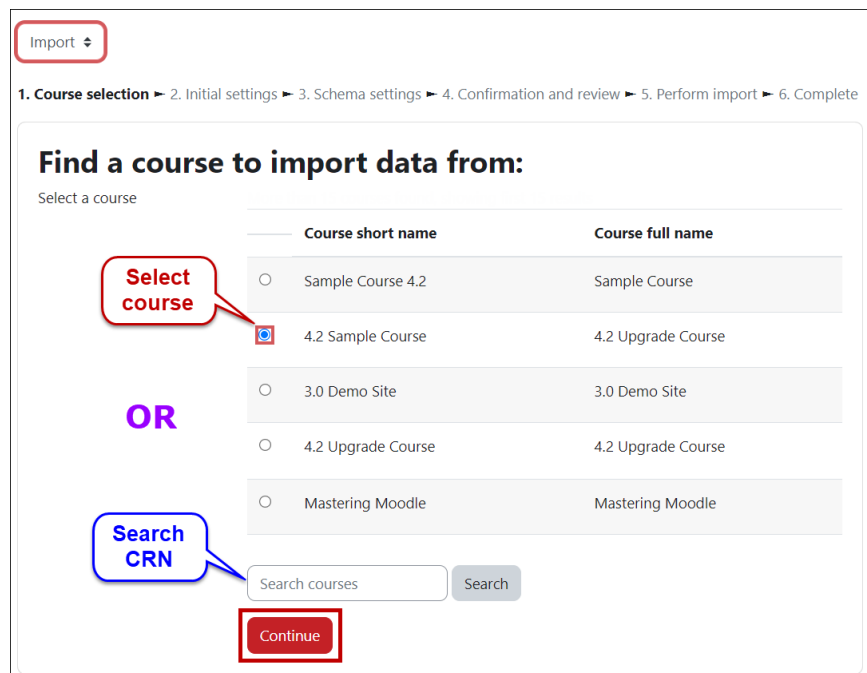
Figure 1: Course Reuse Link

Figure 2: Course Selection Page

5. The **Initial settings** page (Figure 3, next page) 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.

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moodle

Copy All

6. To bring in the entire course, click on **Jump to final step** (Figure 3). When the process is complete, click on **Continue** to return to your course. Delete any extra "Announcements" links and see "Final Steps" below for tips on updating your course.

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6. To select specific items, click **Next** to continue (Figure 3).

7. On the **Schema settings** page (Figure 4), deselect any items that you do not want to import into the destination course.

   TIP: If you intend to copy a limited number of items from the original course, you might find it easier to click on the link for **None** at the top of the page and then select the specific items that you wish to copy.

   ❖ To select any item, the **section** where it is located must be selected before you can choose the item itself.

   ❖ To leave out the contents of an entire section, uncheck the box adjacent to its title.

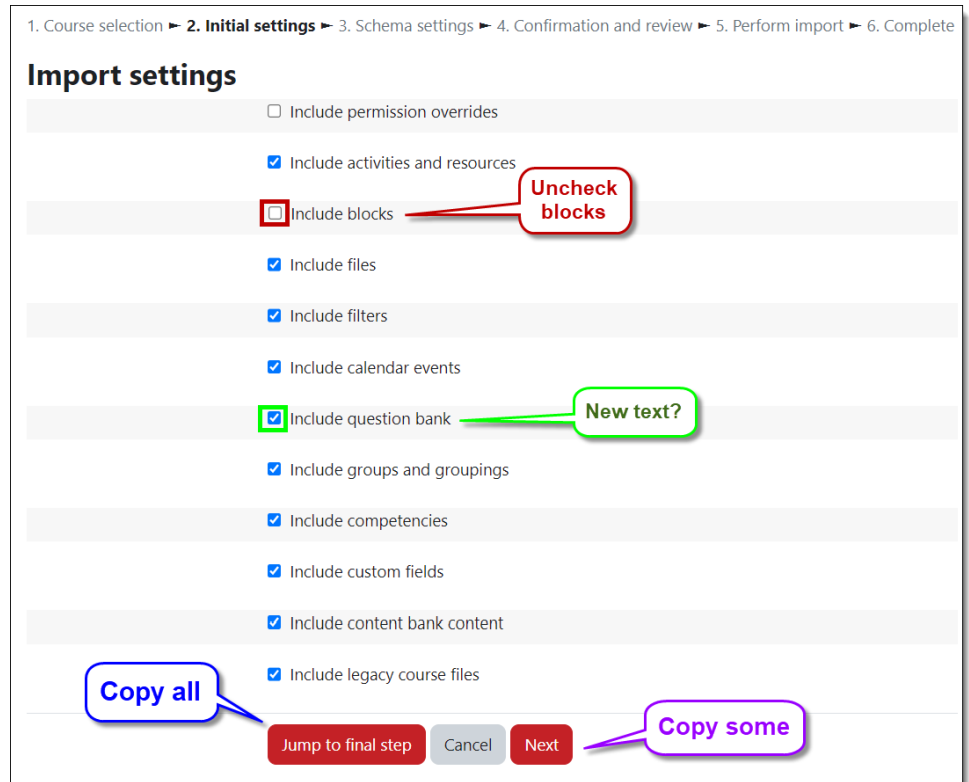8. After selecting items to copy, scroll down and click on **Next**.
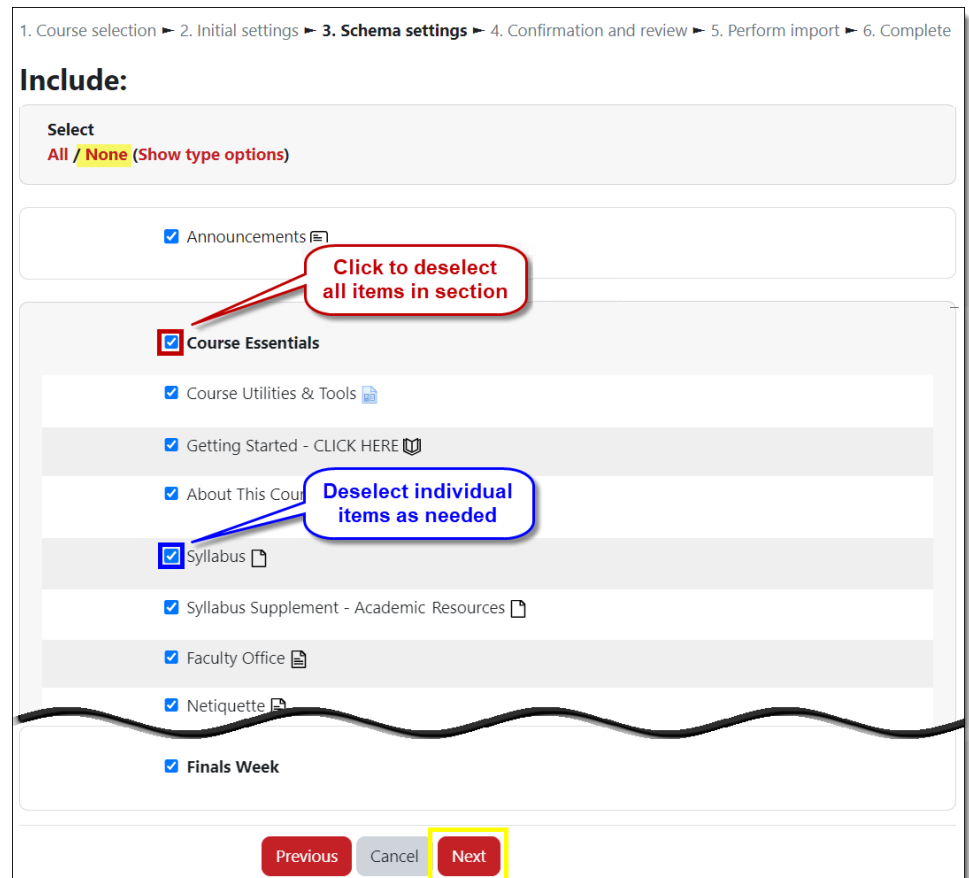

Figure 3: Initial Settings Page

Figure 4: Schema Settings Page

9. On the **Confirmation and review** page, review your selections. If you are satisfied, click on **Perform import**.

10. 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, expand the block drawer and check to make sure you don't have any duplicate blocks. 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 the block.

2. **Submit your course for an accessibility review**. While you're looking at your course blocks, find the **Accessibility + Review** block and click on **Submit for analysis** to generate a report. Make a point of returning to the block and attending to the accessibility challenges that it identifies. See these articles to learn more about accessibility in Moodle.

3. **Update settings for due dates** on assignments and quizzes—don't forget to check the year! **TIME-SAVER TIP**: Use the "Dates" tool to update all quiz and assignment links quickly and easily. Open the **Reports** link at the top of the page, then click on **Dates**. Be aware that the page may take a few moments to load if you have a lot of content in your course.

4. **Update your syllabus** and other files and repost them as needed. You'll find the institutional syllabus statements for the new term on CATL's Teaching at SOU webpage.

5. **Review the entire course**, including the gradebook. 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.

For more information about preparing your course 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 **Add week** (or topic) link 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 the Advancement of Teaching and Learning including the offending CRN and we'll be happy to remove everything so you can start over.