

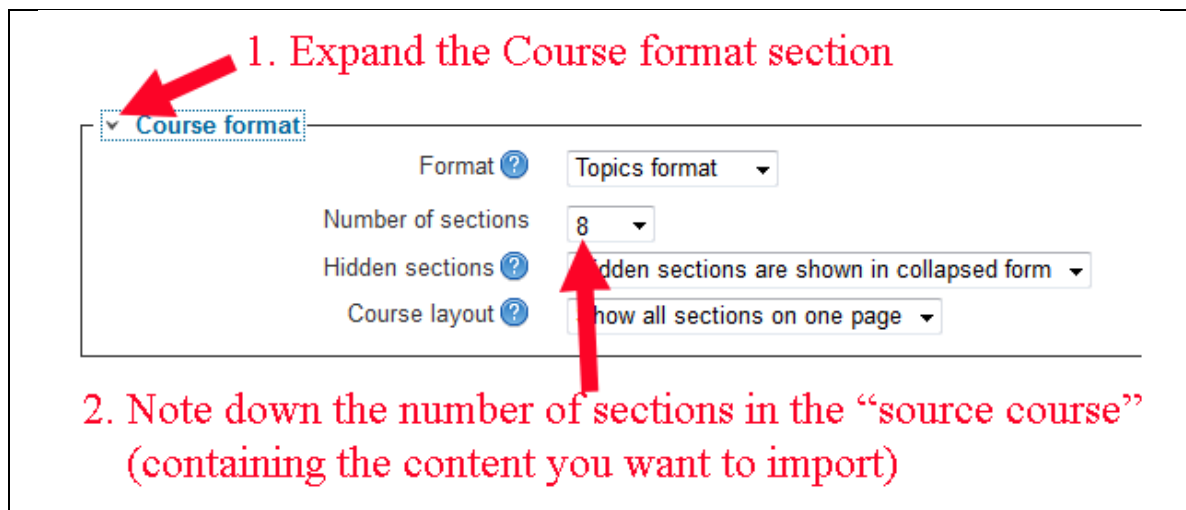
# Moodle Quick Start Guide: Copying Course Materials from One Course to Another

One of the advantages of uploading course content in a Learning Management System (LMS) like Moodle is that it's very easy to re-use content if you teach the same course during a subsequent semester. In Moodle, the overall process is as follows:

1. Go to the course that has all the content (“source”), and take note of the number of topic areas in the course;
2. Go to the blank Moodle (“destination”) course to which you want to copy the content;
3. Click on the “Edit settings” link in the ADMINISTRATION block (Course administration section), and make sure to choose the “Number of weeks/topics” to match the number in the source course.
4. Click on the “Import” link in the Course administration section;
5. Search for (or select) the “source” course that has the content (from the full set of courses for which you have instructor privileges);
6. Choose the activities and resources that you want to copy to your destination course; and
7. Click on the Continue button multiple times until the content actually appears in the new course.

Below, we explain that process in more detail, providing screen captures of what you will see at each step of the course copy process.

1. Go to our Moodle server at <http://moodle.bucknell.edu>, or use the Moodle link on the internal Bucknell home page at <http://www.bucknell.edu/x19222.xml>. Once you have logged in to Moodle, click on the link for the “source” course that has the existing content that you want to copy to a new semester. You'll most likely find that source course in the **My Courses List** on the left-hand side of the screen, in the “Other Courses” category.
2. Within your “source” course, if your topics still have numbers, scroll down to the bottom of the page, and determine the number of the final topic/week area in the course that has content (or count the number of topic blocks as you scroll down). Otherwise, you can click on the “Edit settings” link in the Course administration area of that “source” course, and look at the “Number of sections” listed for the course in the “Course format” section:

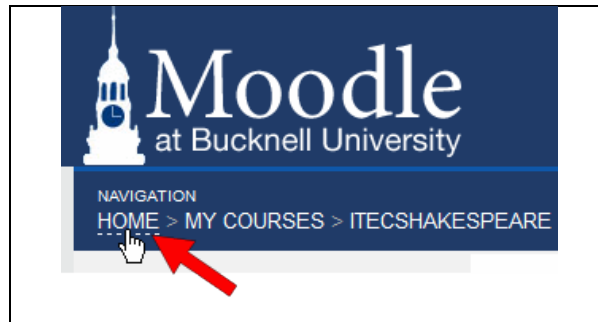


1. Expand the Course format section

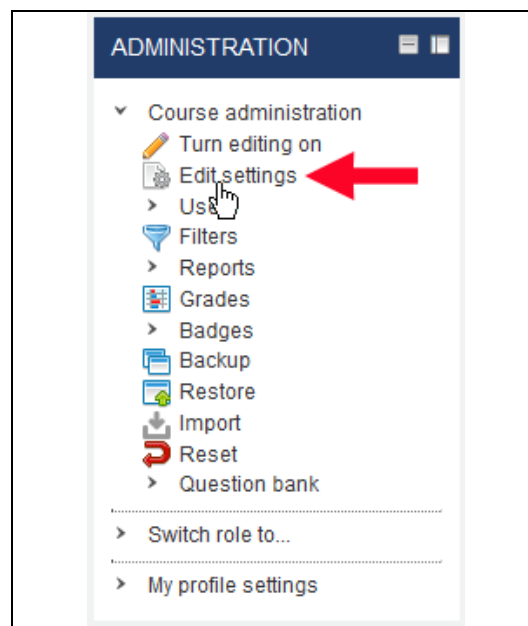
2. Note down the number of sections in the “source course” (containing the content you want to import)

The screenshot shows the Moodle course administration interface. A red arrow points to the 'Course format' section header. Below it, the 'Format' is set to 'Topics format'. The 'Number of sections' is set to 8. Other options include 'Hidden sections' (set to 'Hidden sections are shown in collapsed form') and 'Course layout' (set to 'Show all sections on one page').

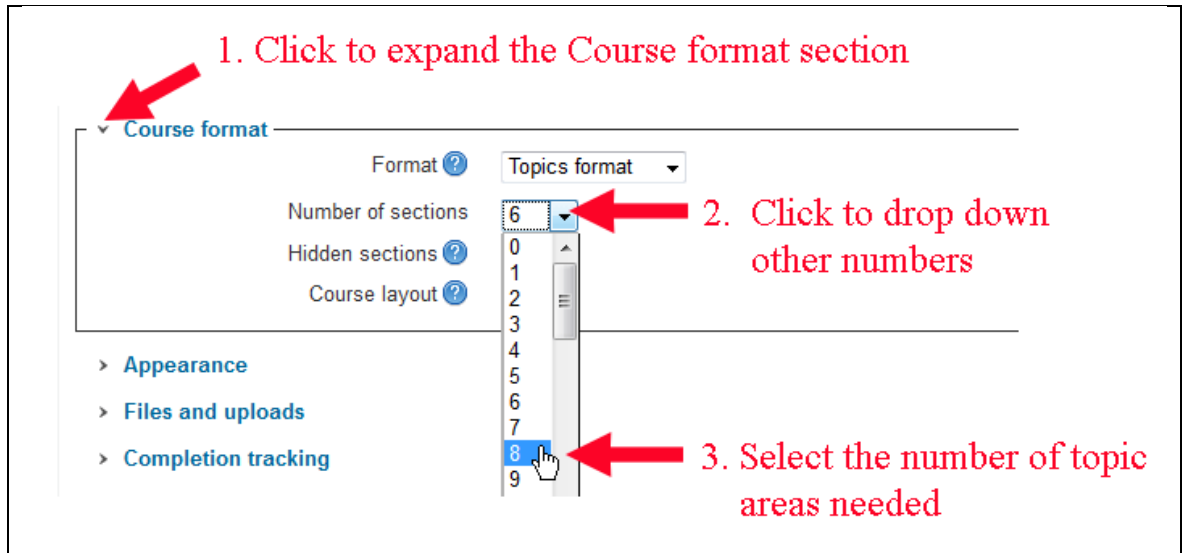
- Return to the main Moodle page by using the “bread-crum trail” at the top of the page:



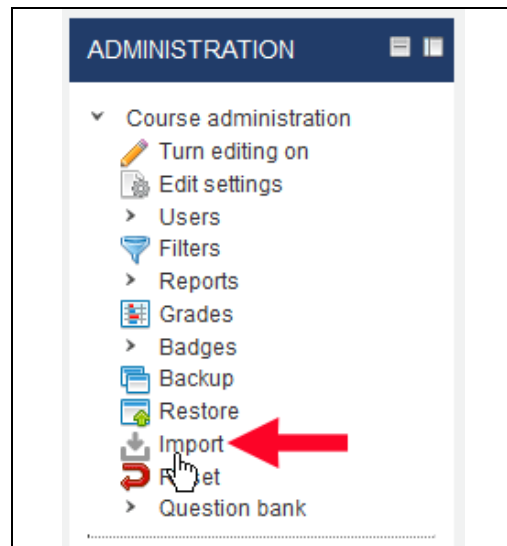
- Click on the link for the “destination” course to which you want to copy the new content. Depending on when you begin copying materials, you’ll find the link to your destination course in the “My Courses” list under the “Navigation” block on the left side of the page, in either the “Current Courses” or “Future Courses” category.
- Once you reach your empty destination course (to which you want to copy the content), click on the “Edit settings” link in the Course administration area:



- Expand the “Course format” area, and find the setting for “Number of sections.” Click on the downward-facing triangle to drop down a list of possible numbers, and choose the same number of weeks/topics that were in the “source course”:



7. Scroll down to the bottom of the page, and click on the [Save changes](#) button.
8. Moodle will return you to the main page for your “destination” course. To start the import process, click on the “Import” link in the “Settings” block:



9. On the **Find a course to import data from** page, you may or may not see the “source course” that has the materials. If you do see that course listed, click on the round button next to the course you are copying materials from. If the course doesn’t appear in the list, you can search for it instead by typing the “Course short name” into the search window and clicking on the Search button:

Course short name	Course full name
<input type="radio"/> COI-FA2012	Committee on Instruction
<input type="radio"/> eng201-01-FA2013-import2	Shakespeare - Import 2 (FA2013)
<input type="radio"/> eng201-01-FA2013-import1	Shakespeare - Import 1 (FA2013)
<input type="radio"/> ITECshakespeare	Example: Topics & Content - Shakespeare
<input type="radio"/> ELEC120-ABURDENE-SP2013-copy	Foundations of Electrical Engr (ELEC120-ABURDENE-SP2013) - copy

10. When you have clicked in the radio button to the left of the course name to select the “source” course that contains the content, click on the **Continue** button.
11. You will see a “Backup settings” page. In general, you’ll want to include all activities, blocks, and filters, so just click on the **Next** button.
12. By default, all the activities and resources from the source course will be selected. Most likely, you’ll want to copy over all the content from the earlier course, but not the announcements (and most likely not any previous discussion board forums, since they are tied to students in the past course), so we recommend deselecting forums from what you will copy to your new course. You can adjust which documents are moved over by checking/unchecking the boxes next to each document’s name, or unselect an entire topic area by unselecting the box next to a **bold** Topic name:

Include: \_\_\_\_\_

Select **All / None**

General

News forum  **Click to deselect News forum**

Course Materials

Schedule of Readings and Assignments

Syllabus

Readings

Elizabeth Barrett Browning Poems

Queen Victoria Bio and Letters

PooveyPage2

13. Scroll down to the bottom of the page, and click on the **Next** button to review the documents which will be transferred:



The screenshot shows a Moodle interface with a list of topics and their checkboxes:

- Topic 6
- Topic 7
- Topic 8
- Topic 9
- Topic 10

At the bottom of the interface, there are three buttons: **Previous**, **Cancel**, and **Next**. The **Next** button is highlighted in yellow.

14. After reviewing your documents, click on the **Perform import** button.
15. At this point, Moodle is actually exporting the content from the older course so that it can be copied to the newer one. Depending on how much material you are trying to copy, you may think that nothing is happening. The only indication you might notice that Moodle is working on this process is a “Waiting for moodle.bucknell.edu” message in the status bar of your browser (in the bottom left corner of the page). When Moodle has finished exporting all of your course data, it will summarize everything it has done. You can scroll down to the bottom of the summary page and click on the **Next** button to import all the materials into your destination course.
16. It may take some time as Moodle prepares to copy the content to the new course, so you may see that “Waiting for moodle.bucknell.edu” message in the status bar. When the material is ready to be copied, you’ll see a blank **Import course data** page. Click once again on the **Continue** button.
17. After a brief delay, Moodle will once again provide you with a summary page describing all the content that it carried over into the new course. At the bottom of the page, you should see a message that says “Import complete! Continue to your course.” Click on the **Continue** button yet again to be taken to your new course, which should now have all of your earlier course content.