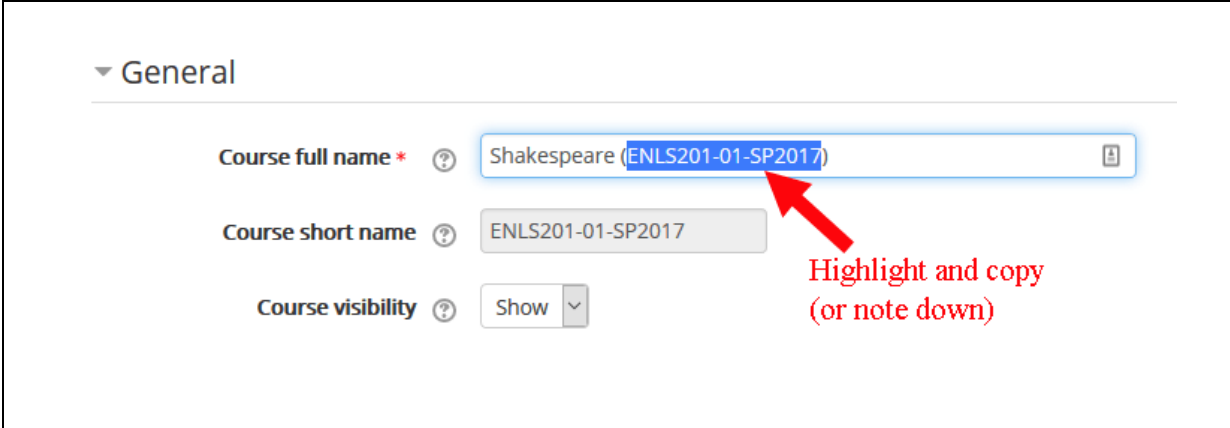# Moodle Quick Start Guide: Importing Course Materials from One Course to Another

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, if the past course and the current course are both on the main Moodle server, then the overall process is as follows:

1. Go to the current ("destination") course in Moodle into which you want to copy the past content;
2. Click on the "Import" link in the Course administration section;
3. Search for (or select) the "source" course that has the content (from the full set of courses for which you have instructor privileges);
4. Choose the activities and resources that you want to copy to your destination course; and
5. Click on the Continue button multiple times until the content actually appears in the new course.
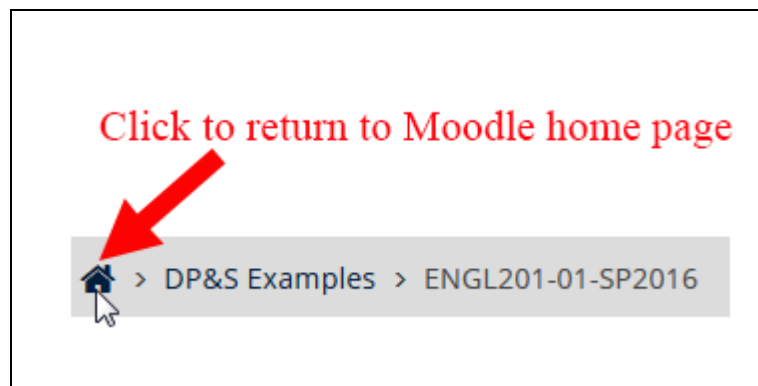
Below, we explain that process in more detail, providing screen captures of what you will see at each step of the course copy process.

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, we recommend that you search for the "source" course that has the existing content that you want to copy to a new semester, so you will know for sure the Course short name and the semester the course was taught. You'll most likely find that source course in the **Current Course List** module on the right-hand side of the screen, in the "Other courses" category.
2. Within your "source" course, click on the "Edit settings" link in the Course administration area of that "source" course, and look at the "Course short name" in the General section. You will need that short name later in the process, when you tell Moodle what course has the content you need. As you can see from the figure just below, the Course short name is also part of the Course full name, and you can highlight and copy that information:
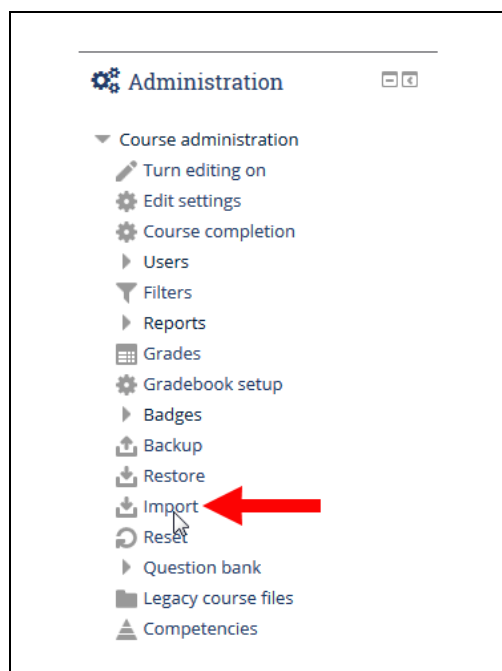
DP&S
Digital Pedagogy & Scholarship
http://dps.bucknell.edu

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3. Return to the main Moodle page by using the "bread-crumb trail" at the top of the page:

Click to return to Moodle home page

⌂ > DP&S Examples > ENGL201-01-SP2016

4. 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 most likely find the link to your destination course in the "**Current Course List**" module in either the "Current Courses" or "Future Courses" category.
5. To start the import process, click on the "Import" link in the "Course administration" block:

⚙ Administration

▼ Course administration
    ✎ Turn editing on
    ⚙ Edit settings
    ⚙ Course completion
    ▶ Users
    ▼ Filters
    ▶ Reports
    ▦ Grades
    ⚙ Gradebook setup
    ▶ Badges
    ⬆ Backup
    ⬇ Restore
    ⬇ Import
    ↻ Reset
    ▶ Question bank
    ▦ Legacy course files
    ⛰ Competencies

6. 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 see that course listed, click on the round button next to that "source course." If the "source course" doesn't appear in the list, you can search for it instead by typing or pasting the "Course

short name" into the search window and clicking on the Search button:

7. 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:


8. You will see a "Backup settings" page. In general, you'll want to include all activities, blocks, filters, and question bank content, so just click on the **Next** button.

9. 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. You can adjust

which documents are moved over by checking/unchecking the boxes next to each document's name. To unselect an entire topic area, unselect the box next to the **bold** Topic name:
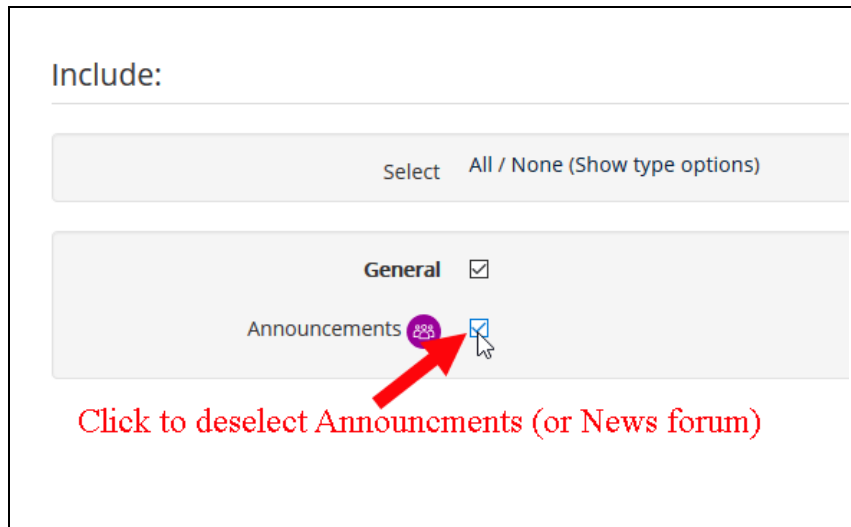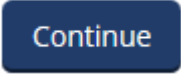

10. Scroll down to the bottom of the page, and click on the **Next** button at the bottom-right to continue with the import process.
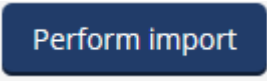
11. Scroll down to the bottom of the page once again, and click on the **Perform import** button, also at the bottom right. At this point, Moodle will actually begin the process of exporting the materials from the old course and importing them into your new course. You will see a progress bar move to the right across the screen as more of the course content is brought into the new course:
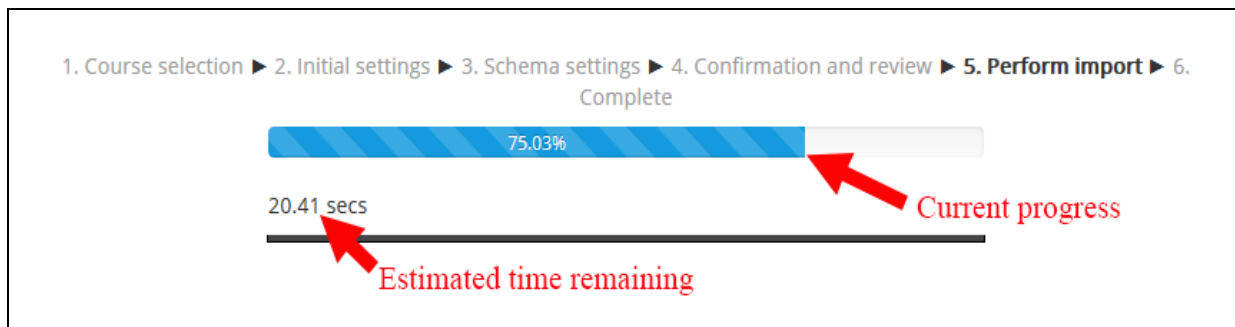
12. Once the progress bar reaches 100%, you should see a message that says "Import complete. Click continue to return to the course." Click on the **Continue** button to be taken to your new course, which should now have all of your imported course content.