

# Moodle Quick Start Guide: Importing Parts of a Past Course into a New Course

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In [this help sheet](#), we provide step-by-step instructions on how to import the content from a past Moodle course into a current course, if both of those courses exist on the main Moodle server. Often, when you want to copy over most but not all of the content, it makes sense to copy over the entire past course into your new, blank course shell and then delete the content that you no longer need.

Moodle gives you the option of *choosing* which parts of the past course that you want to import. **Please note that when Moodle copies course content from one course (the "source course") to another (the "destination course"), it puts that content in the same numbered topic block as it was in the source course.** In other words, if you have a block called "Readings" that is the first block below the "Announcements" block at the top of your source course, Moodle will import that block into the same block in the "destination course." If there is already content in that first block (in the destination course), Moodle will add the past content to it, merging that content with the existing materials in that topic block.

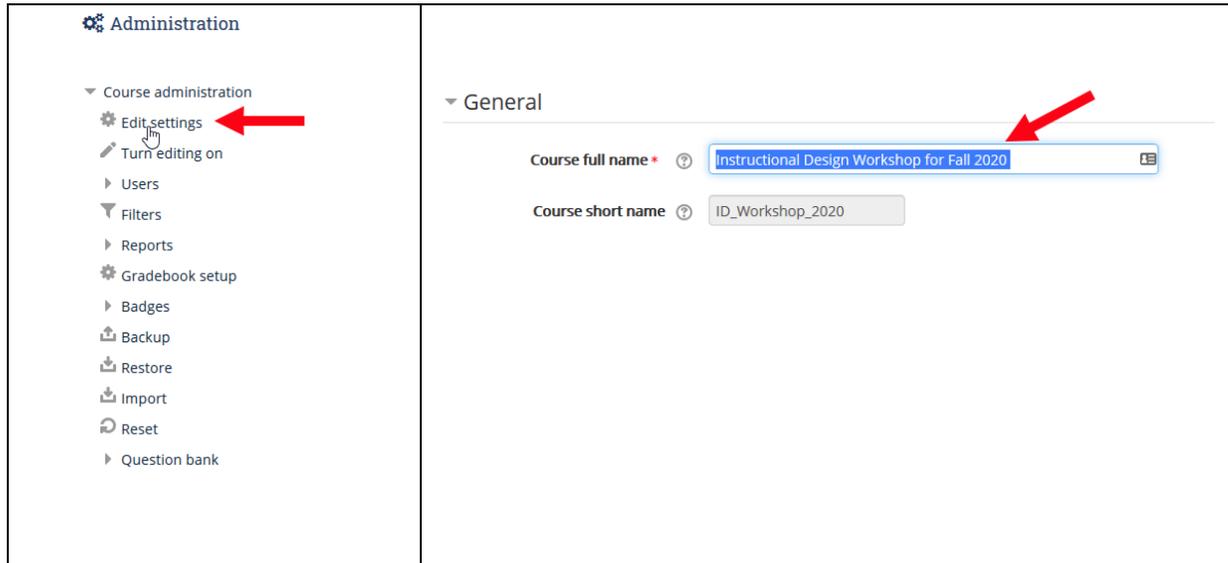
To avoid this problem, **it is usually best to make sure that there are blank topic areas in the "destination course" in the same location as the blocks in the "source course" that you want to copy over.** Another easy way to resolve this problem is to import the past content **before** you add new content to your course.

Below, we explain how to copy parts of a past Moodle course into your current course. We will use as an example how to copy the last two blocks from the Instructional Design Workshop course into another Moodle course, although this will work for any two courses in which you have instructor status.

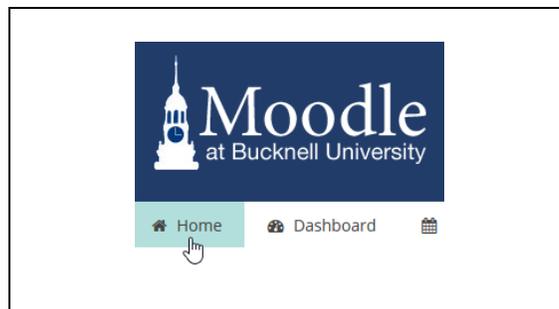
1. Go to our Moodle server at <https://moodle.bucknell.edu> Once you have logged in to Moodle, we recommend that you search for the "source" course that has the existing content that you want to copy to a new semester, so you will know for sure the Course full name and the semester the course was taught. 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. If you know which topic areas that you want to copy over, we recommend that you write down the topic number(s) of the block(s) that you want to copy. Please remember that the block with the Announcements link is known as the "zero block," and all the blocks below that are numbered sequentially, beginning with one. In this example, the Getting Technology Help block is number five, and the Student Resources block is number six.
3. To find the Course full name from you past, "source" course, click on the "Edit settings" link in the Course administration area of that "source course," and look at the "Course full name" in the General



section. You will need that name later in the process, when you tell Moodle what course has the content you need:



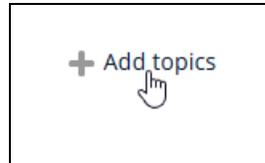
4. Return to the main Moodle page by clicking on the "Home" link or on the clock tower icon in the top-left corner of the screen:



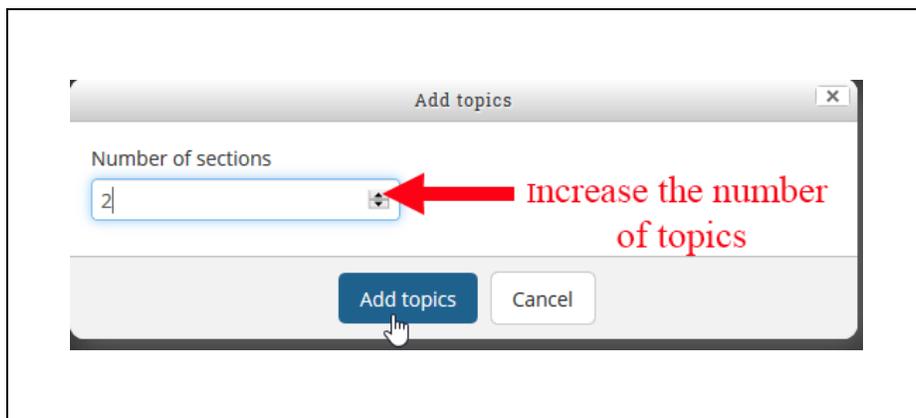
5. In the Current course list module, click on the link for the "destination" course to which you want to copy the new content. Depending on when you begin copying materials, you'll most likely find the link to your destination course in either the "Current Courses" or "Future Courses" category.
6. Make sure to turn editing on for the course by clicking on the "Turn editing on" button at the top-right of the course (if editing isn't on already):



7. If your destination course blank, then you can skip to step 11 below. Otherwise, if your destination course has content, you'll need to add blank topic areas for where the past topic blocks should end up. To add a topic block (or blocks) to your course, click on the "Add topics" link at the bottom of the course:



8. For this example, we need to add two empty topic areas, so we will change the number of sections to 2 and click on the "Add topics" button:

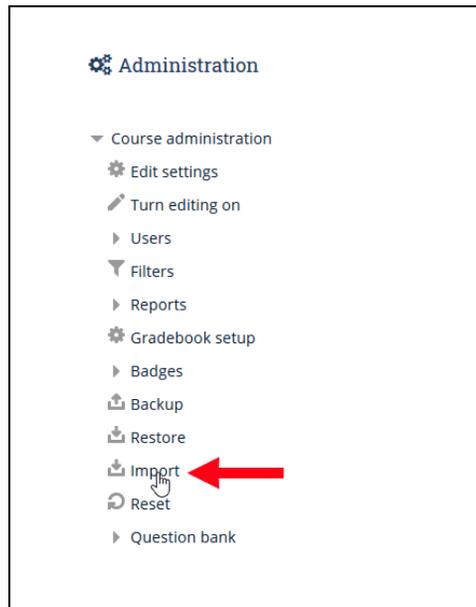


9. When your course reloads, you will have two empty topic blocks at the bottom. To move the first empty block into the appropriate place, click on the cross hairs next to the title of the block, and drag between two of your existing blocks, so that it falls in the correct numbered place:

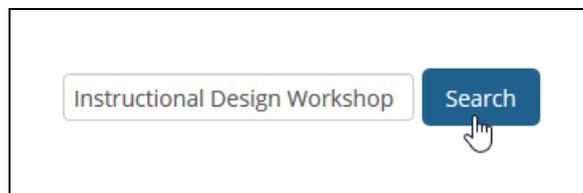


10. Repeat this process with the second blank block (and with any other blocks that need to be moved).

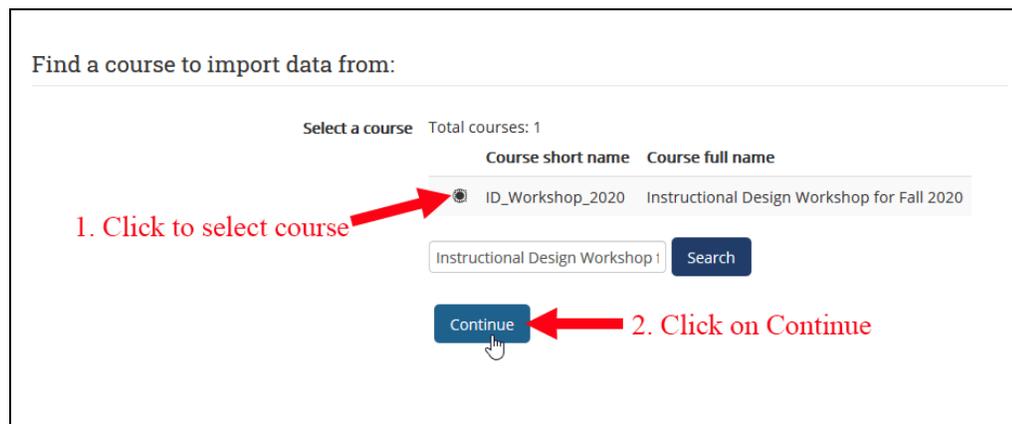
11. Once the course is ready, start the import process by clicking on the "Import" link in the "Course administration" block:



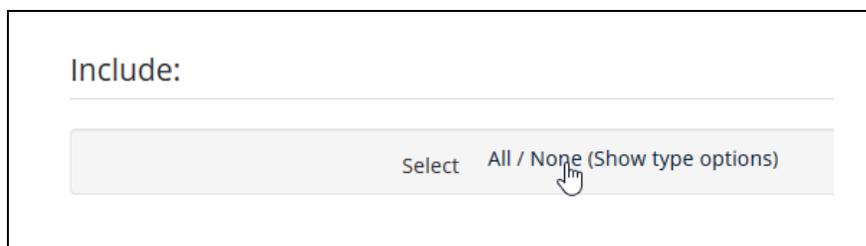
12. If you can't find the course in the list of courses, type in the course full name at the bottom of the list (in the text field next to "Search"), and click on the Search button:



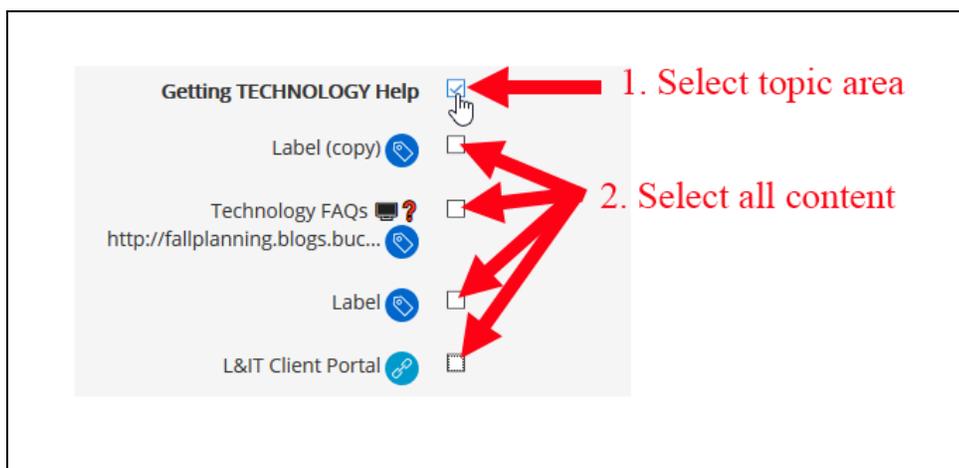
13. Click in the radio button next to the course that has the content, and click on the "Continue" button:



14. You will be taken to a screen, asking you what types of content you want to import. Since you'll want to allow all possible content, so click on the "Next" button.
15. Since you want only a small part of the overall content, click on the "Select . . . None" at the top of the page, to clear all the check marks:



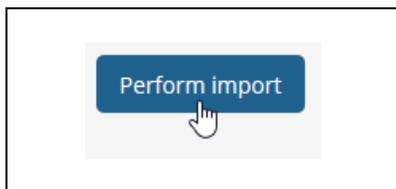
16. Scroll down to the first topic area that you want to copy, and click in the selection box for the title of that topic area. Then select all the content that you want to copy over:



17. Repeat that process for each content area that you want to copy.
18. When you are finished, scroll down to the bottom of the page, and click on the "Next" button on the right-hand side:



19. Moodle will summarize the content you have selected. Scroll down to the bottom of the page, and click on the "Perform import" button:



20. A progress bar will move to the right as the material is imported. When it is finished, click on the "Continue" button to see the content in your course.
21. Please note that if you want the blocks in a different part of your course, you can drag them to another location using the cross hairs to the left of the block title.