

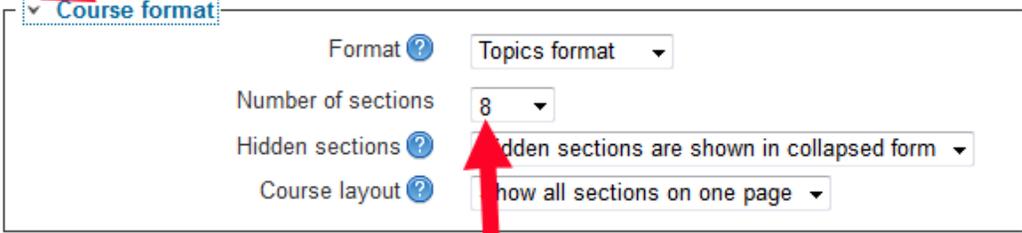
# Moodle Quick Start Guide: Copying Course Materials from One Course to Another

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, 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 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:

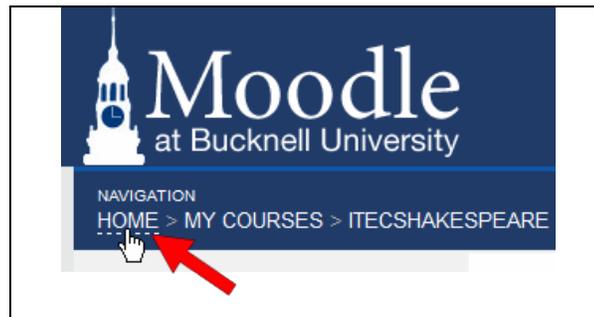


1. Expand the Course format section

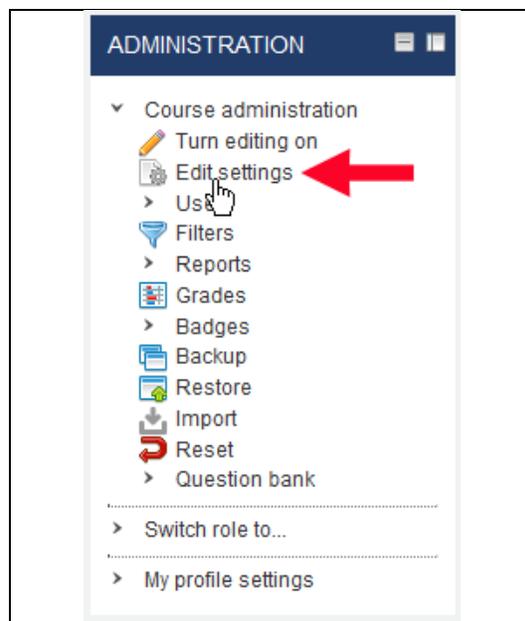
2. Note down the number of sections in the "source course" (containing the content you want to import)

The screenshot shows the Moodle course administration interface. A red arrow points to the 'Course format' dropdown menu, which is expanded. Below it, the 'Number of sections' is set to 8. Another red arrow points to the 'Number of sections' input field. The other settings shown are 'Topics format', 'Hidden sections' (set to 'Hidden sections are shown in collapsed form'), and 'Course layout' (set to 'Show all sections on one page').

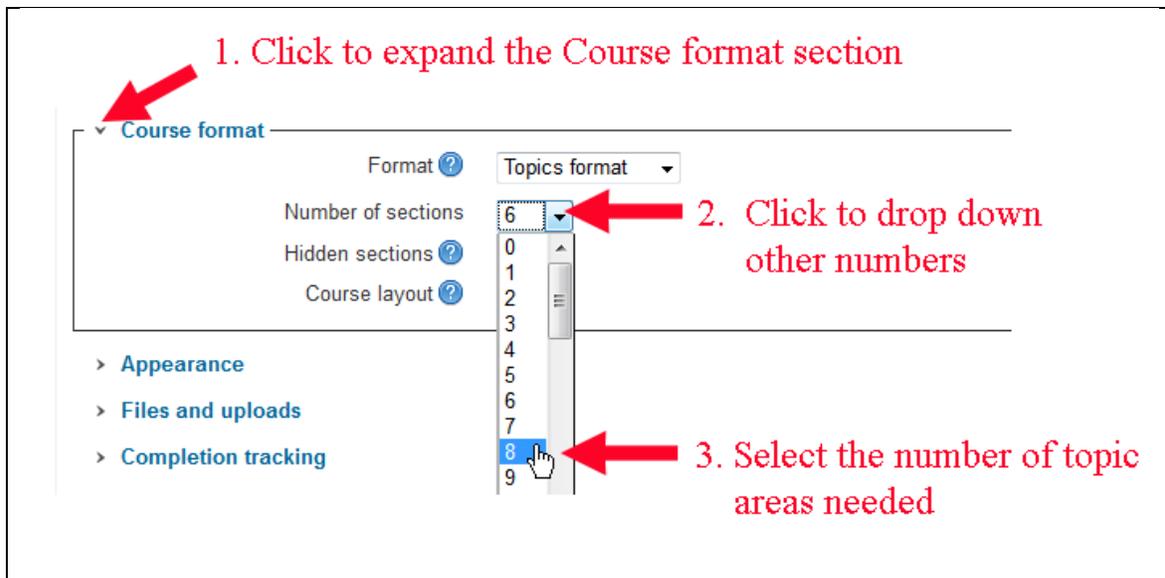
- Return to the main Moodle page by using the “bread-crum trail” at the top of the page:



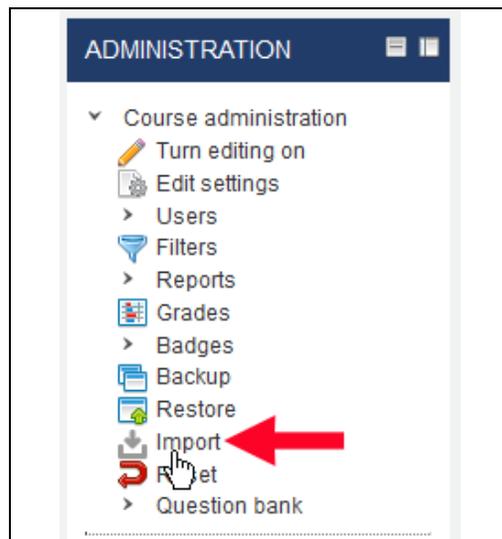
- Click on the link for the “destination” course to which you want to copy the new content. Depending on when you begin copying materials, you’ll find the link to your destination course in the “**My Courses**” list under the “Navigation” block on the left side of the page, in either the “Current Courses” 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:



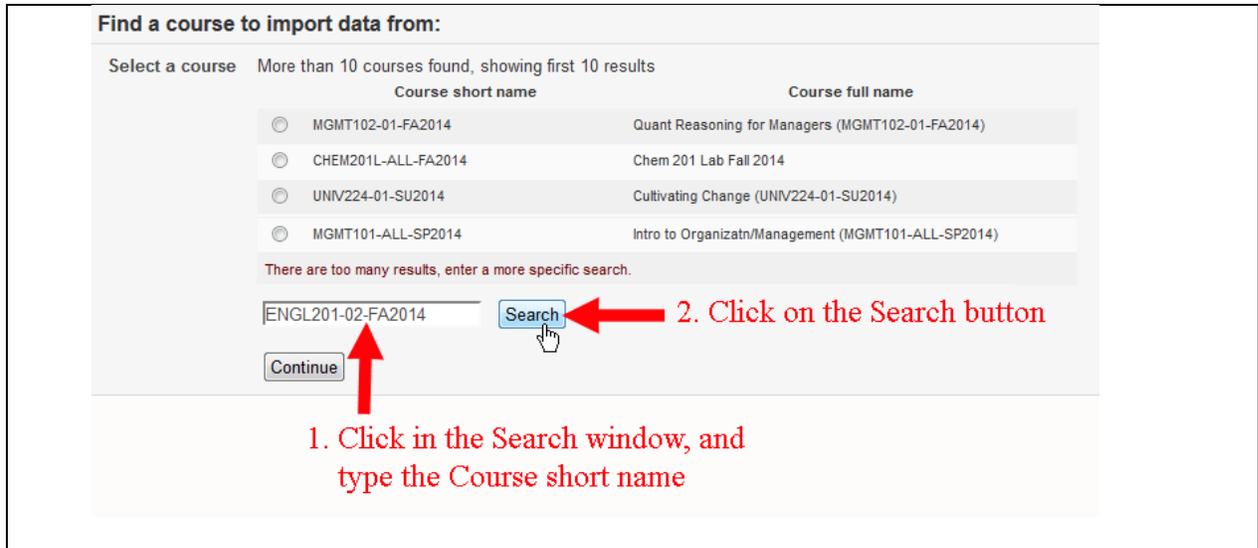
- Expand the “Course format” area, and find the setting for “Number of sections.” Click on the downward-facing triangle to drop down a list of possible numbers, and choose the same number of weeks/topics that were in the “source course”:



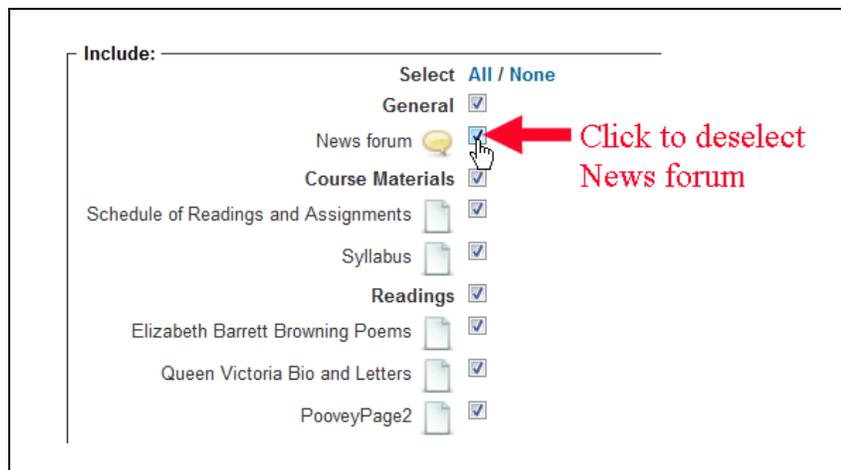
7. Scroll down to the bottom of the page, and click on the [Save changes](#) button.
8. Moodle will return you to the main page for your “destination” course. To start the import process, click on the “Import” link in the “Settings” block:



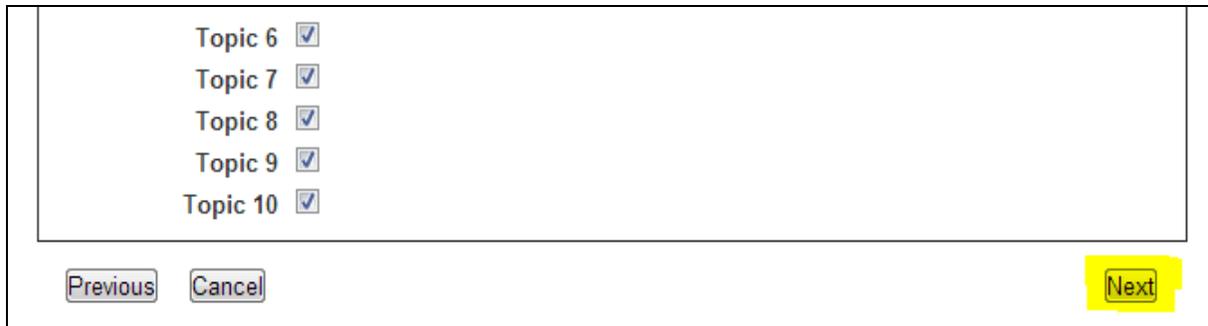
- On the **Find a course to import data from** page, you may or may not see the “source course” that has the materials. If you see that course listed, click on the round button next to that “source course.” If the “source course” doesn’t appear in the list, you can search for it instead by typing the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



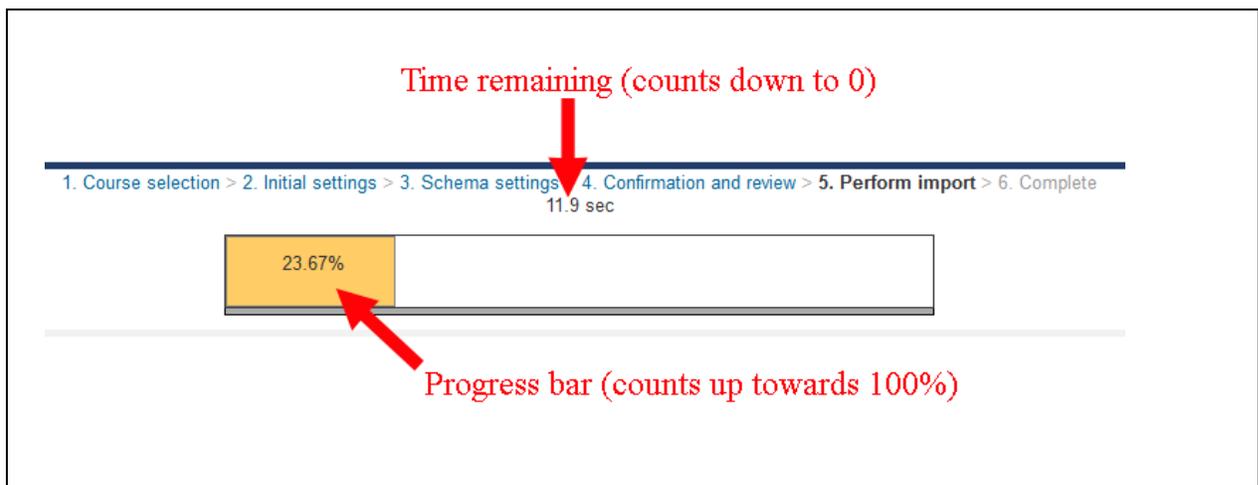
- When you have clicked in the radio button to the left of the course name to select the “source course” that contains the content, click on the  button.
- You will see a “Backup settings” page. In general, you’ll want to include all activities, blocks, filters, and question bank content, so just click on the  button.
- 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 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. To unselect an entire topic area, unselect the box next to the **bold** Topic name:



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



14. After reviewing your documents, click on the **Perform import** button, also at the bottom right.
15. 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:



16. Once the progress bar reaches 100%, you should see a message that says “Import complete. Continue to your course.” Click on the **Continue** button to be taken to your new course, which should now have all of your earlier course content.