How to Import Course Content

In order to prevent lecturers from constantly recreating content for courses they often teach, Moodle allows you to import content from one course to another.

> **NB:** You <u>must</u> be listed as a teacher in the course that has the content that you want to import. This likely means that you cannot import content from a course that is not yours.

1. Find the course from which you wish to import content, and in the course, click the gear icon on the right, then select **Edit Settings**.
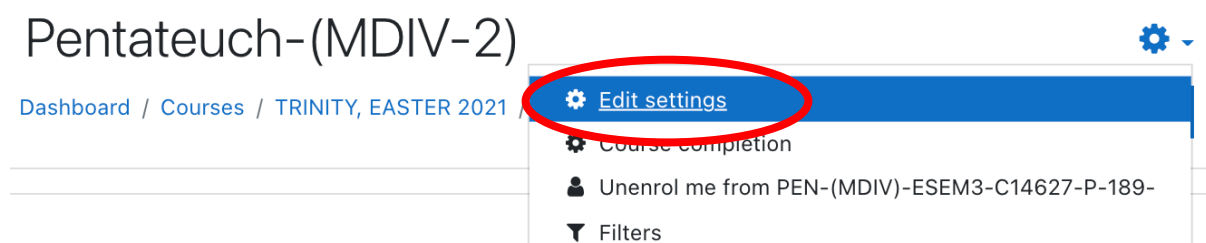
2. In the Edit course settings section, copy the course short name. You will need this to ensure that you are importing content from the correct course.
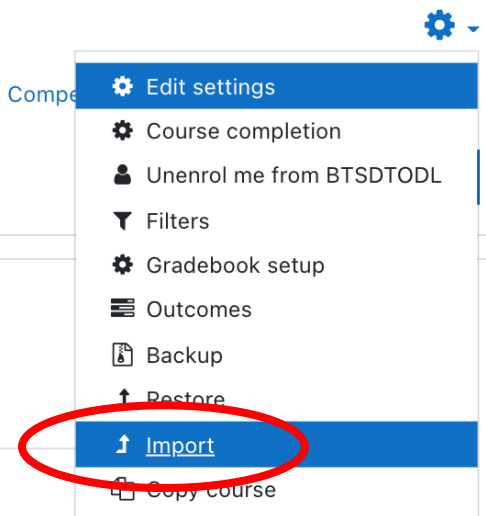

3. Scroll to the bottom of the page, select the **Cancel** button.
4. Open the blank course for which you wish to import content.

5. In the new course, click the gear icon on the right, and select **Import**.

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Dashboard / My courses / Faculties and Schools / eLearning (ODL Comp…
/ BTSDT Online Training

- ⚙ Edit settings
- ⚙ Course completion
- 👤 Unenrol me from BTSDTODL
- ▼ Filters
- ⚙ Gradebook setup
- ▤ Outcomes
- ▣ Backup
- ↥ Restore
- ↥ Import
- ⊞ Copy course

6. In the Find a course to import data from: section of the window, scroll down to the bottom and paste the course short name that you want to import. This is especially important for when there are multiple courses with the same name, such as Research Methods.

Click the **Search** button.

There are too many results, enter a more specific search.

PEN-(MDIV)-ESEM3-   Search

Continue

7. In the Find a course to import data from: window, confirm that this is the correct course. Click the radio button to select the course, then click the **Continue** button.

Find a course to import data from:

Select a course   Total courses: 1

	Course short name	Course full name
⦿	PEN-(MDIV)-ESEM3-C14627-P-189-	Pentateuch-(MDIV-2)

[PEN-(MDIV)-ESEM3-C]   Search

Continue

8. The next several screens contain lists of all the content that you can choose to import. Moodle defaults to bringing everything except any permission overrides.

If you wish to accept everything, click the **Jump to final step** button. If you wish to deselect any item, you may. Click the Next button to review each page of contents.

Jump to final step   Cancel   Next

If you chose to click through each page of course contents, you will need to click the Import button at the end.

9. When the import has finished, you will see the following:

1. Course selection ► 2. Initial settings ► 3. Schema settings ► 4. Confirmation and review ► 5. Perform import ► **6. Complete**

Import complete. Click continue to return to the course.   ✕

Continue

Click the **Continue** button.

10. You will see that the course content that you have imported is in the course. For this example, note that the Course Code/Title is from the Pentateuch course.

Course that received import

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Course Information

📢 Announcements

📄 test

Mark as done

Imported content

Course Code/Title: Pentateuch – Genesis, Deuteronomy, DTM 5106
Program Title: Master of Divinity
Term: Trinity 2021
Credit Units: 4
Notional Hours: 60
Class Meeting Dates/Time: Monday 2-4 online, Wednesday 9-11 in person
Class Location: Noll 4b
Course Facilitator: Rev. Jessica Hughes, jhughes@ucu.ac.ug,

Mark as done

NB:
1. If you have chosen to import any assignments or quizzes, you must adjust the due dates.
2. All lecturers are responsible for their course content. This means that lecturers must ensure that their content is up to date, and that they are

responsible for making any and all changes to their courses, to include due dates for any assignments.