

Moodle – How to Import Previous Course Resources

Step 1: Find/Copy Previous Course ID: On your Moodle home page find your previous course and copy the course ID.


 PH 225/LECT/A-2013/FALL/MAIN - Foundations of Theology

 IT 140/LECT/A-2013/FALL/MAIN - Graphic Design

Step 2: Click Import in New Course: Go into your New or Current course (the one you wish to import resources into). Once in the new course in the Settings Block, under Course administration, click on the Import link.

ADMINISTRATION


▼ Course administration


 Turn editing on


 Edit settings

▶ Users

▶ Reports


 Grades

 Outcomes

 Import

 Reset

▶ Question bank

 Legacy course files

Step 3: Search for your Previous Course: Paste the previous course ID that you copied in step one (be sure to clean out any spaces or parentheses) into the Search box at the bottom of the course list, which likely will not contain the course you want to import due to "Moodle limitations". Click the Search button to the right of the Search box.

IT 111

Search

Continue

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Step 4: Select the course: Check the select button for the course you wish to import resources from your search results. If you used the previous course ID this is easy, but if you use a more generic search ENS305, be sure you select the correct version of the course to import from. **Click Continue.**

Select a course More than 10 courses found, showing first 10 results

Course short name

- ☒ IT 111 (8 wk Default)
- ☐ IT 111 (16 wk Default)

Step 5:Backup Settings: On the Backup Settings page leave everything selected, activities, blocks, and filters. Then **click Next.**

Backup settings

Include activities and resources ☒

Include blocks ☒

Include filters ☒

Include calendar events ☒

Include question bank ☒

Include groups and groupings ☒

Moodle – How to Import Previous Course Resources


Step 6: Include page: Deselect any resources you do NOT wish to import from your previous course. **Click Next.**


Include:


Select **All / None (Show type options)**


Welcome ☒


Welcome to IT 111 Microcomputer ☒

Essentials... 


Syllabus  ☒


Attendance  ☒


News forum  ☒

Course Syllabus  ☒

Welcome to IT 111 Microcomputer ☒

Essentials... 

January Syllabus  ☒

News forum  ☒

Step 7. Confirmation and review: This page just confirms with green checkmarks or red Xs what will or will not be imported. If everything looks correct **click Perform import** at the bottom of the page. Note you will see a RED warning about "There are required fields", but just ignore those and click the Perform import button anyway.


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Included items:

Welcome


✓

Welcome to IT 111 Microcomputer
Essentials...



✓

Syllabus



✓

Perform import

Step 8: Click continue to return to your new course with all your imported resources. Be sure to check all links and resources to make sure that everything works as expected and also clean up old files like the previous syllabus and such.

Import complete. Click continue to return to the course.

Continue