

Import Content From a Previous Moodle Course

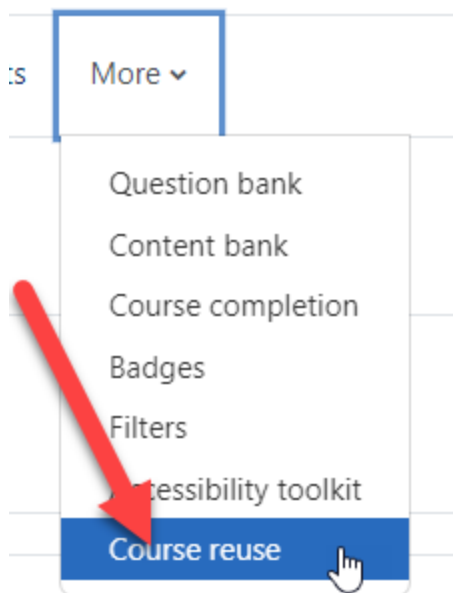
Overview:

Reuse material from a prior term by importing contents and activities from a developed course into your current semester's empty Moodle page. We recommend you take this step only at the beginning of the semester when your current term course is blank. *If you have a specialized course design layout, don't use this helpsheet. Instead, [request](#) a complete copy of your prior term course.*

If you make a mistake during the import process contact Information Technology at ed-tech@lclark.edu and we can reset your course to our default blank template.

Process:

1. Log into Moodle and open your current course.
2. Click on More at the top of your course page and click **Course Reuse**.



3. Leave the default selection, **Import** selected. Select the prior course you wish to import from the list of available courses. Your initial view is limited to 20 courses. If you have teacher access to more than 10 Moodle courses, you may need to search for your course. Searching by course number works best. Once you've selected your course, click **Continue**.
4. We recommend keeping the initial settings checked. Click **Next**.
5. On the schema settings screen, pick and choose exactly what material to import. By default, everything will be checked and copied over to the new course. You usually want to uncheck the news forum as one will already exist in your empty Moodle course. Imported material will appear in the same topic block - you can move it later. Click **Next**.
6. Review your choices. If everything looks good, click **Perform import**.

7. The import may take several minutes. Large courses (100MB+) can take up to 10 minutes to copy and import.
8. If importing is not successful or you don't like the results, contact Educational Technology at edtech@lclark.edu or the IT Service Desk at 503-768-7225. We have additional options when using the administrator backup/restore process.

After the import, you may want to check and adjust the following:

- Course Settings
 - Gradebook visible to students
 - Weekly vs. Topics format
 - Course description
 - Course start date/end date
- Due dates
- [Self enrollment keys](#)