Reuse Content from a Previous Moodle Course

The course reuse process only copies course content, not student information, meaning discussions and homework submissions from past students will not be copied. Library Course Reserves links must be renewed each time you teach your course. Please contact libraryreserves@smith.edu to make sure your reserves links are up to date.

Import Content from a Previous Moodle Course

You can make the entire course available or unavailable to students at any time by changing your course settings.

1. Navigate to your new Moodle course for the upcoming semester. When you open your course, it will be empty.
2. In navigation tabs, select **More** then Course reuse. The Import screen will open.
3. Find your previous course in your list of courses and select the radio button. If you don't see your course in the list, go to the bottom of the page and enter the title of your course then select **Search**. Select your course, then select **Continue**.
4. On the Import Settings screen, you can select which parts of your previous course you want to copy into your new course. If you would like to copy everything, select **Jump** to final step (see step 6 in these instructions) otherwise select **Next**.
5. On the Schema settings page, uncheck the boxes for any items you do not want to have included in the import. When finished, scroll to the bottom of the page and select **Next**.

6. Example: If you have an updated version of your syllabus that you plan to upload, you can uncheck the box so that you do not import the older version into your new course.

7. On the Confirmation & Review page, a list of all course content will display with green yes check marks indicating the items being copied. If everything looks correct, scroll to the bottom of the page and select **Perform Import**.

8. A progress bar will display during the import. Please wait a few moments for the import to complete.

9. A "success" message will display when the import has completed. Select **Continue** to navigate back to your course.

Note: When your course is hidden, the course will have a label that says "Hidden from students" that will display on the My courses page and will not display on the Dashboard.

Importing a Course Offered in 2015 or Earlier

To copy a course from August 2015 or earlier contact ithelp@smith.edu.