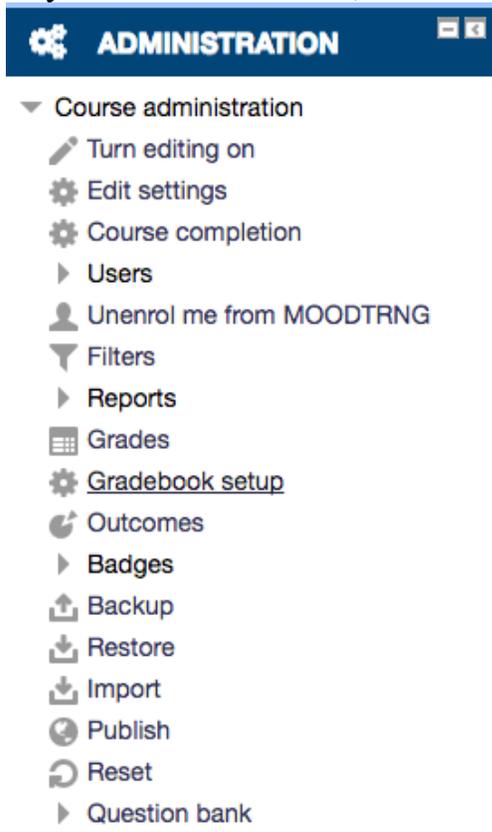


How to Import Content from a Previous Course

Documents and activities you created in a previous course don't have to be recreated. Moodle has an import feature that copies your content from another course. The import handles files, folders, topics, assignments, forums, quizzes, and even your Grader Report setup.

Step 1:

In your Moodle Course, click the 'Import' link

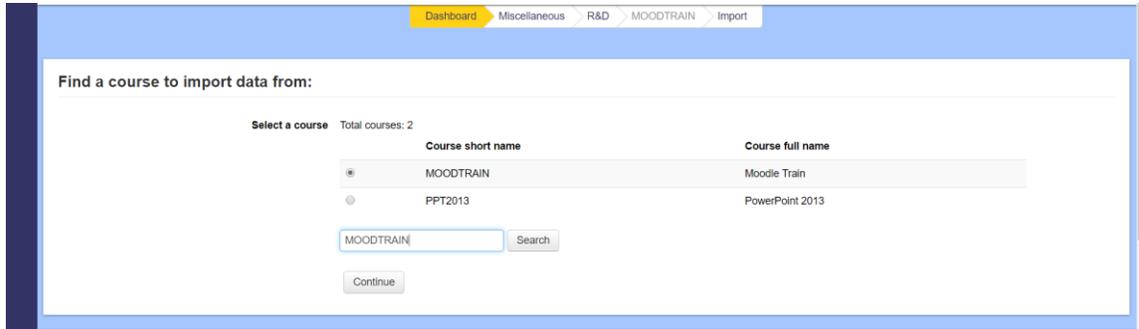


Step 2 :

A list of courses will appear if it is not the course you will like import from you will have to type in course short name(Ex : CRJU:2011:01) in the search box.

Step 3:

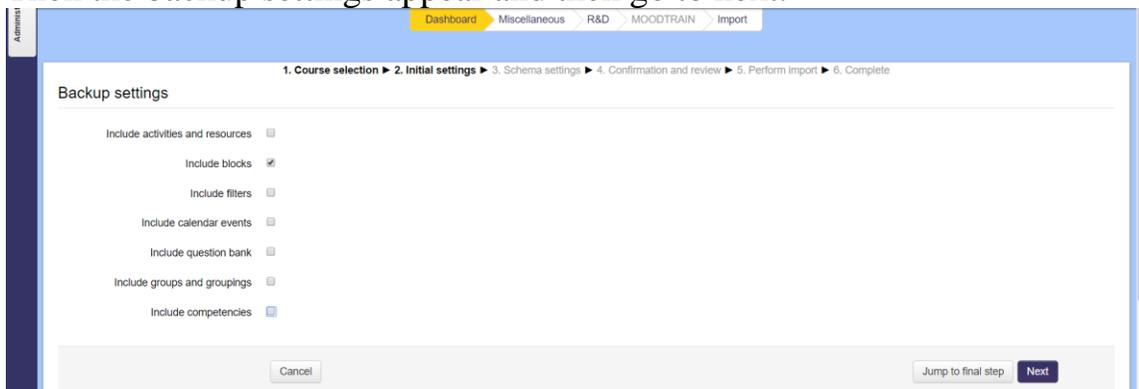
When the course appears you will need to click on radio button and then click on continue.



The screenshot shows the Moodle interface for selecting a course to import data from. The breadcrumb trail is Dashboard > Miscellaneous > R&D > MOODTRAIN > Import. The main heading is "Find a course to import data from:". Below this, it says "Select a course" and "Total courses: 2". There is a table with two columns: "Course short name" and "Course full name". The first row has a selected radio button, "MOODTRAIN", and "Moodle Train". The second row has an unselected radio button, "PPT2013", and "PowerPoint 2013". Below the table is a search input field containing "MOODTRAIN" and a "Search" button. At the bottom is a "Continue" button.

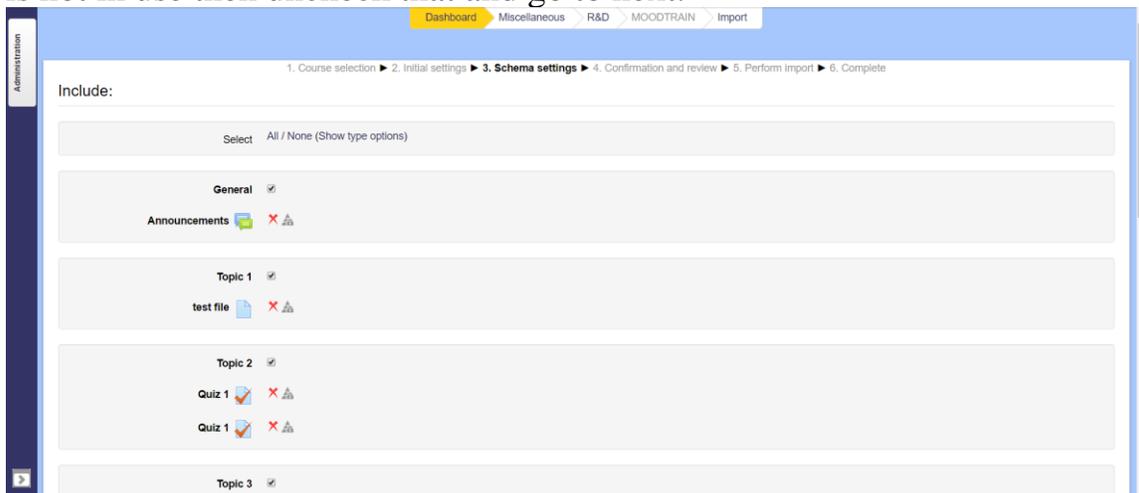
Step 4 :

Then the backup settings appear and then go to next.



The screenshot shows the Moodle backup settings interface. The breadcrumb trail is Dashboard > Miscellaneous > R&D > MOODTRAIN > Import. The main heading is "Backup settings". Below this, there is a progress indicator: "1. Course selection > 2. Initial settings > 3. Schema settings > 4. Confirmation and review > 5. Perform import > 6. Complete". The settings are listed with checkboxes: "Include activities and resources" (unchecked), "Include blocks" (checked), "Include filters" (unchecked), "Include calendar events" (unchecked), "Include question bank" (unchecked), "Include groups and groupings" (unchecked), and "Include competencies" (checked). At the bottom are "Cancel", "Jump to final step", and "Next" buttons.

Step 5 : This step shows in detail about the course. If you find anything that is not in use then uncheck that and go to next.



The screenshot shows the Moodle schema settings interface. The breadcrumb trail is Dashboard > Miscellaneous > R&D > MOODTRAIN > Import. The main heading is "Include:". Below this, there is a progress indicator: "1. Course selection > 2. Initial settings > 3. Schema settings > 4. Confirmation and review > 5. Perform import > 6. Complete". The settings are listed with checkboxes and icons: "General" (checked), "Announcements" (unchecked), "Topic 1" (checked), "test file" (unchecked), "Topic 2" (checked), "Quiz 1" (unchecked), "Quiz 1" (unchecked), and "Topic 3" (checked). At the bottom is a "Next" button.

Administration

Topic 4 ✓

Topic 5 ✓

Topic 6 ✓

Topic 7 ✓

Topic 8 ✓

Topic 9 ✓

Topic 10 ✓

Previous Cancel Next

Step 6 :

This view shows you what will not be imported in the red cross (X) and then import.

Administration

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

Backup settings

- Include activities and resources ✗
- Include blocks ✓
- Include filters ✗
- Include calendar events ✗
- Include question bank ✗
- Include groups and groupings ✗
- Include competencies ✗

Included items:

- General ✓
- Announcements ✗
- Topic 1 ✓

Previous Cancel Next

Administration

Topic 5 ✓

Topic 6 ✓

Topic 7 ✓

Topic 8 ✓

Topic 9 ✓

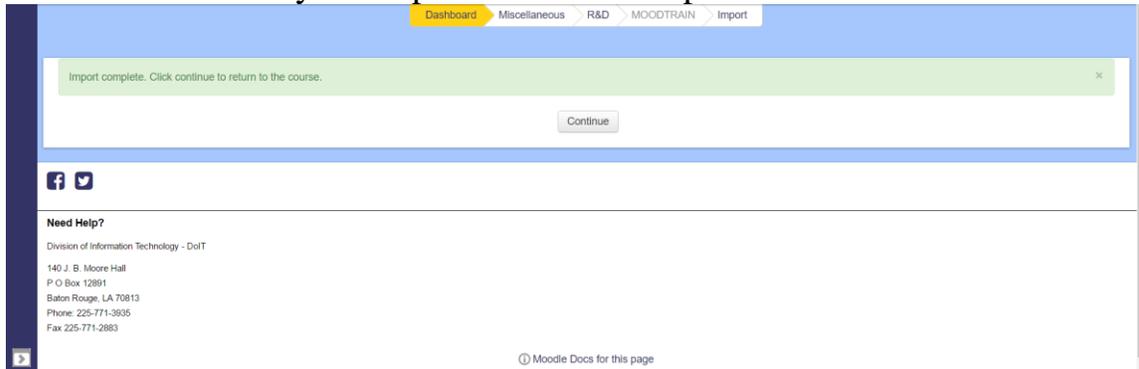
Topic 10 ✓

Previous Cancel Perform import

There are required fields in this form marked *.

Step7 :

Click continue and your import has been completed.



The screenshot shows a Moodle course page with a blue header and a dark blue sidebar. The breadcrumb trail at the top reads: Dashboard > Miscellaneous > R&D > MOODTRAIN > Import. A green notification box in the center of the page contains the text: "Import complete. Click continue to return to the course." with a close button (x) on the right. Below the notification is a "Continue" button. The sidebar contains social media icons for Facebook and Twitter, a "Need Help?" section with contact information for the Division of Information Technology - DoIT, and a "Moodle Docs for this page" link at the bottom.

Dashboard > Miscellaneous > R&D > MOODTRAIN > Import

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

Continue

f t

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Moodle Docs for this page