Importing Resources and Activities

If you wish to re-use activities and resources from a course that you already have in Moodle or you wish to copy an entire course completely, using the “Import” tool may be an excellent option.

Any course that you have editing permissions in is a potential candidate for importing course resources and activities (such as files, documents, wikis, blogs, and quizzes). This is a process that you can do in any course that has already been created—whether it already is filled with activities or if it has never been touched.

Note: these steps will allow you to only copy some things from one course to another or the entire course. This is totally up to you!

The Steps to Importing from One Course To Another

The steps to importing activities from one course that you teach in are fairly simple compared to those that you may have had to perform in order to get activities and resources over from another course management system.

First, make sure you know the name of the course you wish to import from. You don’t need to go to the course—you just need to know the name.

Second, go to the course to which you wish to import. This should be the course that you need the transferred resources and activities to appear—the new course.

Here, you should go to the administration panel and find the ‘Import’ link. Click on this link to bring you to a page titled ‘Import activities from another course.’

You will find a list of courses you have taught in a scroll down menu. There is also the option on this page to look for a course based on what department it is taught in and a box to search my name.

Find the course from which you wish to import the resources and activities. (Note: this will NOT affect the page from which you are importing. You will simply be importing copies of those activities and resources in the original course.) You should also note here that this page also gives you the option to import groups from another course.
Once you have found the course from which you wish to import, click ‘Use this course’.

The next page should look something like the one shown below:

**Import course data: Sample - An Intro to Zombies (BMC.ZOMB.KG)**

**Include**  

- Assignments
  - Midterm Paper
- Forums
  - Zombie Forum
  - News forum
- Labels
  - West African and Caribbean Voodoo
  - Political History of Zombies
  - Other "Revenant" Myths from Other C...
  - The American Assimilation of the Myth: Coloniz...
  - Kyle Bishop, "An American Zombie Gothic"quo...
  - The Cold War Zombie
  - The Zombie Revolution circa 1968
  - The Modern Zombie
On this page you can select whether you wish to import all of the resources and activities from the course you selected or only a particular one. Simply check (or leave checked) the items you wish to import and uncheck the items you do not want.

Under all the activities you can choose from are the options to import the course files (documents) from the course you’ve selected and whether you wish to import the site files used in this course. You can click the yellow question mark for more information.

Once you are finished marking what you wish to have and not have imported, click ‘Continue’ at the bottom of the page.

The next page will be a list confirming your decision. Here, look over what it says and if you are satisfied click ‘Continue’. (If something is wrong for any reason, you can simply close the page or click ‘Cancel’ and no changes will be made to your course.)

Click continue on the next page once it informs you at the bottom that it ‘Exported data from ‘from’ course successfully’ and tells you to ‘Continue to import into your ‘to’ course’.

The next page will look something like the image below:

**Import course data**

Click ‘Continue’.

The next page may take a minute to load, but will display a long list (depending on how much material you are importing) and at the end it should say ‘Import complete! Continue to your course’.

Click ‘Continue’ to continue to your course.

Now, when you will be taken to your course page. You should find that the materials you have selected have been imported to your new course site. This may mean that the middle blocks have been filled with information from the other class or that you have only transferred the quizzes.