

[All Faculty/Staff] Monday Moodle Tips----How to import course content

1 message

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Reply-To: moodle@wou.edu

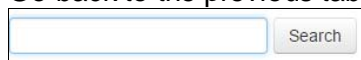
To: allfacstaff@wou.edu

Monday Moodle Tips (Get ready for Spring)


How to import course content from an old course

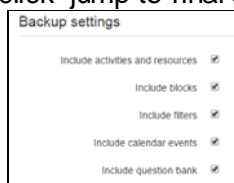
Now that Spring course shells are generated, it's time to think about the course content. If you are only making minor changes to the same course you taught in previous terms, you might consider importing the content from the old course, and then do editing in the new course site. Please follow the instructions below to perform course import.

1. Find the new Moodle course shell (should be empty by default)
2. Find the "Course administration" block located on the left side of the course main page
3. Within the "Course administration" block select the "Import" option 
4. Open a new tab, find the course which you need the content from
5. Copy the course ID (it looks like 201511111)
6. Go back to the previous tab, in the search box, paste the course ID you just copied



and then click the "search" button

7. Select the radial button to the left of the course name in the display  CSE 000 (201500000) and then click "continue"
8. By default all settings will be selected so deselect those settings you don't want. (If you want everything from the course, you may click "jump to final step")



9. Next, press the "Next" button in the right corner to navigate to "Schema settings" where you will see a complete list of your course content
10. By default, all course components will be selected, so deselect the check boxes for items you do not want to import.
11. Scroll to the bottom of the page and select the "Next" button to navigate to "Confirmation and review"
12. Look through the page to make sure everything looks correct. Use the "Previous" button located at the bottom of the page to navigate back to prior stages to make changes.
13. If you are ready to import, scroll to the bottom of the page and select the "Perform import" button to navigate to import

Perform import

14. When complete the message "Import complete." Click continue to return to the course.

Import complete. Click continue to return to the course.