



Copying Course Materials from Another Course (Course Import)

The easiest way to copy your course material from inactive course on Moodle is to use the **Import** function to copy your course materials from one course to another.

1. Go to the new course that you want to import into, and click on the **More** and select **Course reuse** from drop-down list.

The screenshot shows the Moodle course page for 'FIS002 Introduction to International Politics 2023/09 Premanathan'. The 'More' dropdown menu is open, and 'Course reuse' is highlighted. The course page includes a navigation bar with 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The course content area shows a list of sections: 'General', '13 September - 19 September', '20 September - 26 September', and '27 September - 3 October'.

2. Select **Import** from the drop-down menu from the **Find a course to Import data from**, then select your course to import from and click **Continue**. If the course is not listed, use the **Search** box.

Note: This list will only display courses created by you (course instructor).

The screenshot shows the Moodle course page for 'FIS002 Introduction to International Politics 2023/09 Premanathan'. The 'Import' dropdown menu is open, and 'Import' is highlighted. The course page includes a navigation bar with 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The course content area shows a list of sections: 'General', '13 September - 19 September', '20 September - 26 September', and '27 September - 3 October'.

Find a course to import data from:

Select a course

More than 10 courses found, showing first 10 results

Course short name	Course full name
<input type="radio"/> Marketing Test 2024/02 - Prem	THE0205 Introduction to International Politics 2024/02 Premanathan
<input type="radio"/> IT101A 2023/04	IT101A Testing 2023/04 Ying Ying
<input type="radio"/> Prem	FIS002 Introduction to International Politics 2023/02 Premanathan
<input type="radio"/> 1123_1	FIS002 Introduction to International Politics 2023/09 Premanathan

There are too many results, enter a more specific search.

Search courses Search

Continue



3. On selection of course's content or material that you want to include in the import, select all if requires. If you would like to exclude activities and resources, blocks or question bank, uncheck the respective box or boxes and click **Next**.

FIS002 Introduction to International Politics 2023/09 Premanathan

Import ▾

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

Import settings

☐ Include permission overrides

☒ Include activities and resources

☒ Include blocks

☒ Include files

☒ Include filters

☒ Include calendar events

☒ Include question bank

☒ Include groups and groupings

☒ Include custom fields

☒ Include content bank content

☒ Include legacy course files

[Jump to final step](#) [Cancel](#) [Next](#)

4. At the page that shows all of the files on your course site, deselect any files that you do not wish to transfer and then click **Next**.

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

Include:

Select
[All](#) / [None](#) ([Show type options](#))

☒ General

☒ Announcements for student 🗨

☒ 13 September - 19 September

☒ lecture ppt 📄

☒ folder slides 📁

☐ 20 September - 26 September

☐ 27 September - 3 October

[Previous](#) [Cancel](#) [Next](#)



5. View everything that will be imported. If there are any mistakes, fix them at this point by clicking **Previous** and going back to the pages before. Once you are satisfied with everything that has been imported, select **Perform import**.

Included items:

The screenshot displays a list of items to be imported, organized into sections. Each item has a status icon (green checkmark for 'Will be imported' or red X for 'Excluded from import'). Red boxes highlight the status icons, and red arrows point from text labels to these icons.

Item	Status
General	Will be imported
Announcements for student	Will be imported
13 September - 19 September	Will be imported
lecture ppt	Will be imported
folder slides	Will be imported
20 September - 26 September	Excluded from import
27 September - 3 October	Excluded from import

At the bottom, there are three buttons: **Previous**, **Cancel**, and **Perform import**. The **Perform import** button is highlighted with a red box.



6. Select **Continue** on the next page and you will be redirected to the page where your materials have been imported.

[1. Course selection](#) ► [2. Initial settings](#) ► [3. Schema settings](#) ► [4. Confirmation and review](#) ► [5. Perform import](#) ► **6. Complete**

Import complete. Click continue to return to the course.



Continue