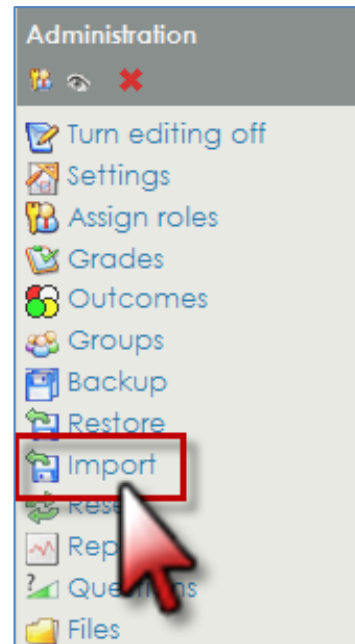


How do I Copy Content from One Course to Another?

The **Import** function allows instructors to select and transfer course content from one course to another.

Navigate to the **Administration** block and click on the **Import** link.



Select the course you wish to import material from.

(Use the dropdown menus to select the correct course.)

Import activities from another course

Courses I have taught	Resources for iPads and iPhones
<input type="button" value="Use this course"/>	
Courses in the same category	Prod: 2012 Learning Capture CTLT

Click the **Use this Course** button.

Check the type of activities or resources you wish to import.

Examples:

1. You can select to import all Assignments activities.

2. You can select to import only two of the forums.

The screenshot shows a Moodle backup selection interface. It features several sections with checkboxes for selection:

- Assignments** (marked with a circled '1'): Assignment 1.2: Course Message Practice (5 points) - Manually graded. Assignment 2.1: Profile Editing (5 points) - Manually graded. Assignment 4.2: Upload a file with our advanced files assignment type (5 points) - Manually graded. Assignment 5.2: View your grades (5 points) - Manually graded. Final Assignment: Reflective journal (5 points) - Manually graded.
- Chats**: Virtual Student Lounge - Chat with other participants who are online at the same time!
- Choices**: Choice - Your Moodle Experience - Take a poll and see results from the entire class!
- Forums** (marked with a circled '2'): News forum - Click here for daily course announcements! I need help! Post your questions here. Assignment 3.2: Standard Forum For General Use - Introduce yourself (5 points) - Manually graded. Assignment 3.3: Each person posts one discussion Forum - Social Media (5 points) - Manually graded. Assignment 3.4: Q and A Forum - Learning from our peers (5 points) - Manually graded.

Click on **Continue** at the bottom of the page once you are finished with your selection.

This screenshot shows a confirmation dialog box with the text "Site files used in this course" and a dropdown menu set to "Yes". Below the text are two buttons: "Continue" (highlighted with a red box) and "Cancel".

Allow the process to advance through each step.

Click **Continue** at the bottom of each page.

Once you finalize the process, the imported features will be displayed in the topics of the new course.

The screenshot displays a summary screen for a Moodle backup. At the top, a red note states: "Note: This backup contains no users and so all activities have been switched to exercise mode. Exercise and Workshop activities will not be included in the backup as they are not compatible with this type of backup." Below the note, there are four sections with summary tables:

- Include Labels without user data**:

General Information	
j100: Introduction to joule Webinar	
This w...	
Hands-on Activities Moodlerooms	
thrives to de...	
- Include Quizzes without user data**:

Assignment 5: Take a quiz	
Categories	2
Questions (including hidden)	11
- Include Course Files**:

Files	125
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- Include Site Files Used in This Course**:

Files	0
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At the bottom of the screen, there are "Continue" and "Cancel" buttons, with "Continue" highlighted by a red box.