Importing Content

Step-By-Step Guide 2019-20

This sheet will explain how to import content from other courses that you have access to. You will only be able to import content from courses where you have editing permissions. This will allow you to re-use activities and resources. Importing content does not include historical data such as any student data and forum posts.
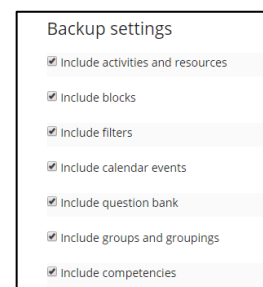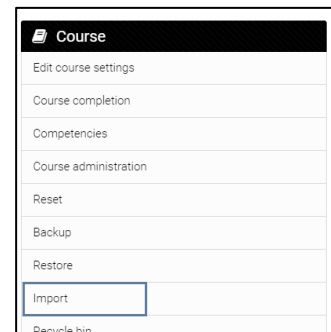
Quick Tip

You may have noticed that the course template is slightly different to last year. We have maintained the same or similar headings to 2018-19 courses, so if you have used the same structure as last year, the import process will remain the same and you can follow the instructions below.

If your course has been structured differently to the 2018-19 template, you may need to set some time aside to reorganise your course before or after the import process to ensure your headings are in the correct places and where you want them to be.

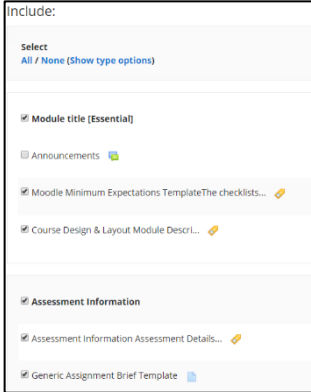To import content from a previous course, follow these simple instructions:

1. Open the module you would like to import content into.

2. Click on the **Course management** button (top left of your course) and under the Course block, click on the **Import** link. This setting will allow you to import content from other courses you are enrolled in Moodle.

3. Search for the module (course) you would like to import content from. You can search for the course by entering the **module code** in the search box – this will find all the courses in Moodle with that module code.

4. Select the course and click **Continue**. This will start the import process.

5. You now have the option to select the type of content you would like to import. Activities & resources, blocks and filters, calendar events, question bank, groups and groupings and competencies. You can deselect all apart from activities & resources. Click **next** to move through the import process.

6. Now select the activities you would like to copy over – you may not want/need to copy all the content and resources over from the previous year.

Quick Tip

Do not import old assignments. Especially Turnitin assignments, they contain out of date information and settings and keep previous assignments. It is important to create a new assignment(s) once the import process has finished.

7. Once you are happy you have selected the correct resources to import, scroll down to the bottom of the page and click the **Perform import** button. This will start the import process – you will get a confirmation message when the import process is complete.

8. Spend some time reviewing the imported content and make sure that the information is up-to-date and accurate and in the correct place.

Include:

Select
All / None (Show type options)

☑ Module title [Essential]

☐ Announcements

☑ Moodle Minimum Expectations TemplateThe checklists...

☑ Course Design & Layout Module Descri...

☑ Assessment Information

☑ Assessment Information Assessment Details...

☑ Generic Assignment Brief Template

Quick Tip

Tidy up your course by removing any resources and activities you are no longer using. Remove any extra topics or sections you no longer require.

You can check what your students are seeing by clicking on your profile name at the top right of the page and switch role to. When prompted click on student.

To return to your normal role, click again on your **profile name** and **return to my normal role.**