

Teachers Guide

2. How to Import past semester contents to the new course

Import course content

- is used to reuse content of a course from previous semester by the lecturer [in the same Moodle site](#).

Course administration > Import.

Scenario: In new Moodle/KALAM site, at each every beginning of new semester a course instructor will get an empty course homepage. If he/she want to reuse content of the same course which he/she also the course instructor then he/she can use Moodle's function Import.

Prepare Items to Copy

Before you start importing content, we recommend doing a little preparation in the course you are copying from.

Note: This step is especially important if the target course already contains any content.

The *Import* tool requires you to import each *Section* containing an item you want to copy and will merge those Sections into the Sections already in your target course. Before you select the items to copy, we recommend you duplicate the items and move them into an unused Section at the bottom of the course you are copying from. Importing only the Section containing duplicated items will make it easy to find the copied content and will prevent any unwanted content such as *Section summaries* from being added to the course you are copying to.

Step 1:

Open the course you wish to import item(s) into.

Click on **gear** icon, and click on **import**.

Step 2:

Find a course to import data from the page will open.

Course short name	Course full name
<input type="radio"/> mu.my!	MU DOT MY PLT
<input type="radio"/> I4	Ionic 4

Step 3:

The *Find a course* page can display up to ten courses available for you to copy. This includes courses you have previously taught in Moodle and courses another instructor has allowed you to copy. If you do not see the course you wish to copy on the list, enter the exact course name (department and number) in the *Search field* and click **Search**.

Course short name	Course full name
<input type="radio"/> excel001	Microsoft Excel 2016 Basic to Advance
<input type="radio"/> excel	Microsoft Excel 2016 Basic to Advance

Search field: microsoft excel
 Search
 Continue

Step 4:

Under *Select a Course*, select the radio button for the course you will copy from and click **Continue**. The *Initial Settings* page will open.

Find a course to import data from:

Select a course

Total courses: 2

	Course short name	Course full name
<input type="radio"/>	excel001	Microsoft Excel 2016 Basic to Advance
1 → <input checked="" type="radio"/>	excel	Microsoft Excel 2016 Basic to Advance

Search:

2 →

Step 5:

On the *Initial Settings* page, under *Backup settings*, select the check box for the types of content to copy (activities and resources, blocks, filters, calendar events, and/or question bank);

All will be selected by default.

Alert: Do not select **Include groups and groupings**

You need to select only **activities and resources**, **filters** and **question bank**.

Note: **Include competencies** can be selected if needed.

Then click **Next**. The *Schema settings* page opens showing the *sections* on the course page you are copying and the activities and resources they contain.

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

Import settings

- Include activities and resources ✓
- Include blocks
- Include filters ✓
- Include calendar events
- Include question bank ✓
- Include groups and groupings ✗
- Include competencies

Step 6:

On the *Schema settings* page, you will select the item(s) to copy. By default, all sections and the items in them are selected. Click **None** (at the top) to deselect all Sections and the activities and resources they contain.

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
- Excel Startup File ⓘ
- Demo Data ⓘ
- Excel Guide Book 2016 v01082018 ⓘ
- Sample Courses ⓘ

Step 7:

Scroll down to locate the *Section* you created for the items you will copy into your course and select the checkbox for the Section and the checkbox(es) for the item(s) to copy.

Note: you will not be able to select an item unless the Section it is in has been selected.

- Macro
- Pengenalan Macro ⓘ
- Membuat Macro Asas ⓘ

Previous
Cancel
Next

Step 8:

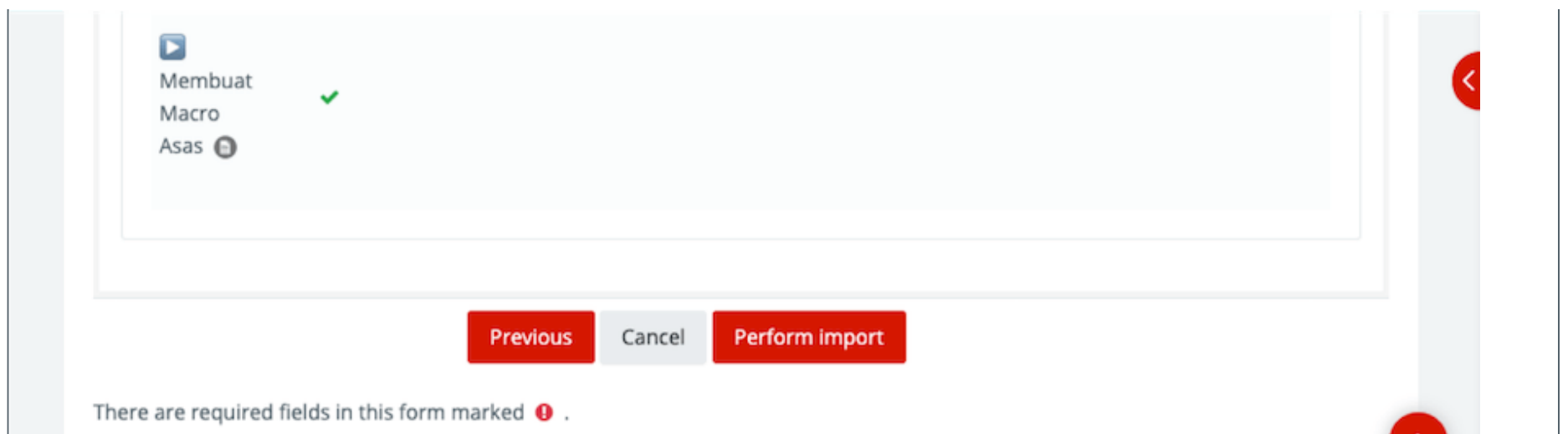
Click **Next**. The *Confirmation and Review* page will open. Review the items. Items that will be copied have a green check mark. Items that will not be copied have a red X. To make changes, click **Previous** (at the bottom) to return to the previous setup page.

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

Import settings

Include activities and resources	✓
Include blocks	✗
Include filters	✓
Include calendar events	✗

Once selections are correct, click Perform import (at lower right). A "Complete" message will appear at the top of the page.

**Step 9:**

Moodle will copy the contents you selected into your course. Depending on the size and number of items to copy, this may take a few moments. You should see a progress bar as the import process proceeds. Once the import process is complete, a confirmation message appears.

**Step 10:**

Click **Continue**. You will be returned to your course page with the Section containing the copied item(s) added.

