

# Moodle: Copy content from another course

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This article explains how to **copy content from one Moodle course to another**. Instructors can do this themselves if they have a Teacher role in both courses or request that LITS copy courses for them.

## Before you begin, you may need:

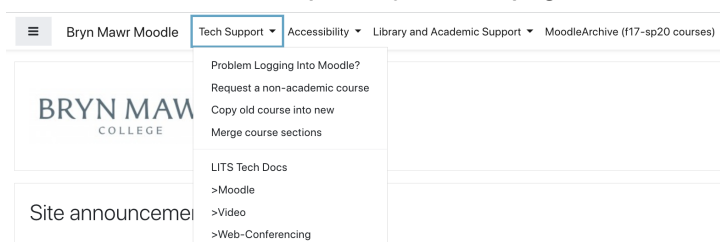
- An **Instructor of record** or **Other editing teacher role** in both Moodle course if you want to copy content yourself

**IMPORTANT:** [Copying Panopto recordings](#) to the new course **requires an additional step**. Participants **will not be able to view Panopto recordings** associated with the Moodle course until you do this.

## Request LITS Copy a Course

LITS can copy the entire content of one course into another course for you.

1. Click **Tech Support** in the menu bar at the top of any Moodle page.



2. Choose **Copy old course into new**.
3. Click the **Request course copy** button.
4. Fill out the form, then click **Request** to submit.

This form creates a Help Desk ticket for our Moodle support team; the next available staff member will copy the course and email it when it is complete or if there are questions.

**Note:** It may take us a couple of business days to complete a copy request, especially during periods of high demand before a semester starts.

# Copy Course Content Yourself

There are three ways to copy content from another course into your Moodle course. In all cases, you must have an **Instructor or record** or **Other editing teacher role** in both courses; if you do not, ask someone with either role to [enroll you with these permissions](#) or request that LITS copy the course for you.

## Import

Use this method when you are **copying from a course on moodle.brynmawr.edu** and want to include all or most of the content or preserve the course layout and formatting.

## Sharing Cart

Use this method when you are **copying from another course on moodle.brynmawr.edu** and only need to copy **a few resources or activities**.

## Backup and Restore

Use this method to copy course material from a course on our MoodleArchive site into a course on [moodle.brynmawr.edu](https://moodle.brynmawr.edu).

## Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

**Phone:** 610-526-7440 | [Library and Help Desk hours](#)

**Email:** [help@brynmawr.edu](mailto:help@brynmawr.edu) | [Service catalog](#)

**Location:** Canaday Library 1st floor

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