Moodle: Copy content from another course

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Instructors can **copy content from one course to another** to reuse course activities, resources, and question banks. Alternatively, they can also **request LITS copy a course** for them, including **courses from Fall 2017 to Summer 2020**, which are archived outside of Moodle. Depending on the course contents, you may also need to **copy the question bank** and/or **Panopto videos** separately.

> **Before you begin, you may need:**
>
> - An **Instructor of record** or **Other editing teacher role** in a Bryn Mawr Moodle course
> - A **Moodle course backup (.mbz) file** to copy content from a course that is not active on Bryn Mawr Moodle. LITS maintains an archive of backups of Fall 2017–Summer 2020 courses and can retrieve them to copy into current courses, see Request LITS copy a course.

Request LITS copy a course

LITS staff can copy the entire contents of an old course (from Fall 2017 onwards) into a new course shell for you. The copy will include all resources and activities, and any questions that are included in activities. If you need to copy Panopto videos or other questions as well, please let us know.

1. Go to our Moodle: Copy Old Course into New Shell form.
2. Fill out the course **number** (ANTH B101, etc.) and **term** (Spring 2022, etc.) for both the **source course** (the one to copy) and **destination course** (the place to put the copied files).
   - If either course has multiple sections, please tell us the **section number(s)** of all relevant sections (both source and destination).
   - LITS creates over 600 Moodle course shells **every semester** and Moodle administrators see **all** of them. We cannot look them up by course name or instructor when copying, so the number, term and section ensures we get the correct ones!
3. Fill out your name and college email address.
4. Click **Submit**, and a member of the Moodle team will contact you when the copy is complete.

Copy course content yourself

There are several different ways to copy course content. The recommended method is to **Import** content from one course to another. Other options include the **Sharing Cart** and **restoring from a backup file**.

Import

The Import process is the **recommended** method for copying course content from another course in Moodle. You can use it to import **all of another course's content**, or you can import **select activities, resources, or sections**.

Sharing Cart

While LITS recommends the using the Import function to copy content between courses, the Sharing Cart is another option. This method is only suitable if you need to **copy a few resources or activities**.

Add the Sharing Cart block to BOTH Courses

Copy items using the Sharing Cart

Restore from a backup file

Use this method if you have a Moodle course backup (.mbz) file ⧉ and need to copy it into a Moodle course.

Copy Question Bank content

Moodle's Question bank organizes questions across multiple courses. When you copy Quizzes or Lessons from one course to another, the questions they **contain** are included in the copy. To copy questions that aren't used in a course activity, or copy the questions, but not the activities, use **Question bank Export** and **Import**.

Export questions from the source course

Import questions into the destination course

Videos & Further Reading on Copying Courses

- **MoodleDocs:** Import course data ⧉
- **MoodleDocs:** Course restore ⧉
- ⧉**Video:** Moodle course restore ⧉

Questions?

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

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