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.

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 | Service catalog
Location: Canaday Library 1st floor