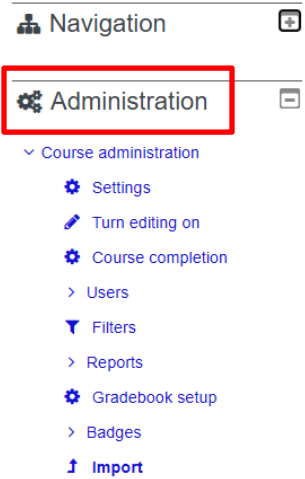
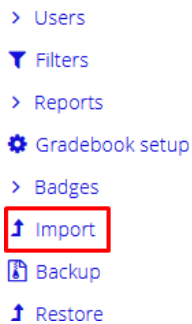
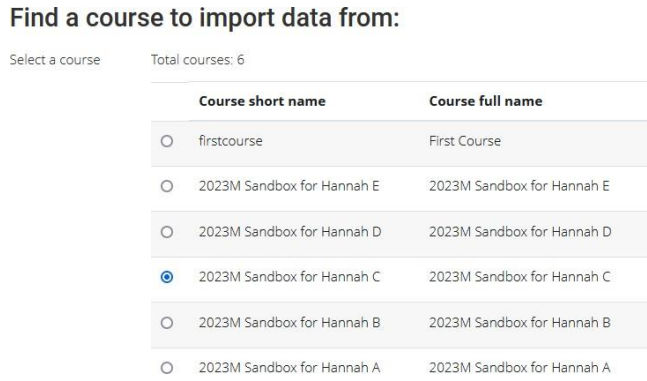


# Course Content Import (Copy) from an Existing Moodle 4.1 Course

Moodle 4.1 Help (For Staff): <https://www.lttc.eduhk.hk/moodle/help-staff>










 <p>The screenshot shows the Moodle Administration menu. The 'Administration' link is highlighted with a red box. Below it, the 'Course administration' section is expanded, showing various options like Settings, Turn editing on, Course completion, Users, Filters, Reports, Gradebook setup, Badges, and Import.</p>	<ol style="list-style-type: none"> <li>1. Log in to <b>Moodle version 4.1</b> website (<a href="https://moodle2024.eduhk.hk">https://moodle2024.eduhk.hk</a>).</li> <li>2. <b>Navigate for a new course.</b></li> </ol>														
 <p>The screenshot shows the 'Import' button in the Moodle Administration menu, highlighted with a red box. Other options like Users, Filters, Reports, Gradebook setup, Badges, Backup, and Restore are also visible.</p>	<ol style="list-style-type: none"> <li>3. Click '<b>Import</b>' button in your course page 'Administration' block.</li> </ol>														
 <p>The screenshot shows the 'Find a course to import data from:' page. It displays a table of courses with columns for 'Course short name' and 'Course full name'. The 'Import' button is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Course short name</th> <th>Course full name</th> </tr> </thead> <tbody> <tr> <td>firstcourse</td> <td>First Course</td> </tr> <tr> <td>2023M Sandbox for Hannah E</td> <td>2023M Sandbox for Hannah E</td> </tr> <tr> <td>2023M Sandbox for Hannah D</td> <td>2023M Sandbox for Hannah D</td> </tr> <tr> <td>2023M Sandbox for Hannah C</td> <td>2023M Sandbox for Hannah C</td> </tr> <tr> <td>2023M Sandbox for Hannah B</td> <td>2023M Sandbox for Hannah B</td> </tr> <tr> <td>2023M Sandbox for Hannah A</td> <td>2023M Sandbox for Hannah A</td> </tr> </tbody> </table>	Course short name	Course full name	firstcourse	First Course	2023M Sandbox for Hannah E	2023M Sandbox for Hannah E	2023M Sandbox for Hannah D	2023M Sandbox for Hannah D	2023M Sandbox for Hannah C	2023M Sandbox for Hannah C	2023M Sandbox for Hannah B	2023M Sandbox for Hannah B	2023M Sandbox for Hannah A	2023M Sandbox for Hannah A	<ol style="list-style-type: none"> <li>4. On the Import page, choose a course that you want to copy the content from (source/ template course).</li> </ol> <p><b>Tip:</b> If there are too many courses, please search with the course name or Subject + CRSE Number (e.g., CLE1234) to narrow down the result.</p> <p><b>Tip:</b> If you cannot find the source course, please check your account enrollment and role in both courses.</p> <ol style="list-style-type: none"> <li>5. Click the '<b>Continue</b>' button to confirm the chosen course.</li> </ol>
Course short name	Course full name														
firstcourse	First Course														
2023M Sandbox for Hannah E	2023M Sandbox for Hannah E														
2023M Sandbox for Hannah D	2023M Sandbox for Hannah D														
2023M Sandbox for Hannah C	2023M Sandbox for Hannah C														
2023M Sandbox for Hannah B	2023M Sandbox for Hannah B														
2023M Sandbox for Hannah A	2023M Sandbox for Hannah A														

## Import settings

- ☐ Include permission overrides
- ☒ Include activities and resources
- ☒ Include blocks
- ☒ Include files
- ☒ Include filters
- ☒ Include calendar events
- ☒ Include question bank
- ☒ Include groups and groupings
- ☒ Include competencies
- ☒ Include custom fields
- ☒ Include content bank content
- ☒ Include legacy course files

[Jump to final step](#)[Cancel](#)[Next](#)

6. All activities, blocks and filters are selected by default. Just let them all selected. Then, click the '**Next**' button to next step.

<p>1. Course selection ► 2. Initial settings ► 3. Schema settings ► 4. Confirm Complete</p> <p><b>Include:</b></p> <p>Select All / None (Show type options)</p> <p><input checked="" type="checkbox"/> General</p> <p><input type="checkbox"/> Course Announcements </p> <p><input checked="" type="checkbox"/> Note </p> <p><input checked="" type="checkbox"/> Assignment </p> <p><input checked="" type="checkbox"/> Topic 1</p>	<p>7. The topics and content listed on the page. By default, all items are checked, and you may uncheck the items that will not be needed in that course.</p> <p>Please make sure <b>deselect X</b> following:</p> <ul style="list-style-type: none"> <li>• Course Announcement</li> <li>• News forum</li> <li>• Turnitin assignment</li> <li>• Panopto</li> <li>• Any LTI external tools</li> </ul>
<p>Previous Cancel <b>Next</b></p>	<p>8. Click the '<b>Next</b>' button.</p>
<p><b>Included items:</b></p> <p>General </p> <p>Course Announcements </p> <p>Note  </p> <p>Assignment  </p> <p>Previous Cancel <b>Perform import</b></p>	<p>9. In Included items, scroll down to the end of the page and click the '<b>Perform import</b>' button.</p> <p>Again, please make sure <b>X</b> following:</p> <ul style="list-style-type: none"> <li>• Course Announcement</li> <li>• News forum</li> <li>• Turnitin assignment</li> <li>• Panopto</li> <li>• Any LTI external tools</li> </ul>
<p>1. Course selection ► 2. Initial settings ► 3. Schema settings ► 4. Confirmation and review ► 5. Perform import ► 6. Complete</p> <p>8 secs - 14.4%</p> <p>Import complete. Click continue to return to the course.</p>	<p>10. It will take a moment to import the course. You will see the progress and remaining time.</p> <p>11. Below the course restore successful message, click '<b>Continue</b>' button to return to the course page and check the course content.</p>