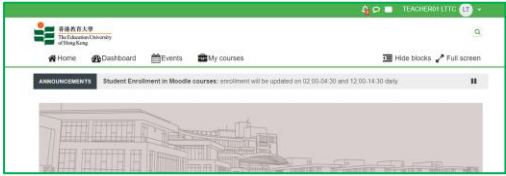











Course Content Import (Copy) from an Existing Moodle 4.0 Course

Moodle 4.0 Help (For Staff): <https://www.lttc.eduhk.hk/moodle/help-staff>

	<ol style="list-style-type: none"> 1. Log in to Moodle version 4.0 website (https://moodle2023.eduhk.hk). 2. Navigate for a new course. 														
<ul style="list-style-type: none"> > Users > Filters > Reports > Gradebook setup > Badges > Import > Backup > Restore 	<ol style="list-style-type: none"> 3. Click 'Import' button in your course page 'Administration' block. 														
<p>Find a course to import data from:</p> <p>Select a course Total courses: 6</p> <table border="1"> <thead> <tr> <th>Course short name</th> <th>Course full name</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> firstcourse</td> <td>First Course</td> </tr> <tr> <td><input type="radio"/> 2023M Sandbox for Hannah E</td> <td>2023M Sandbox for Hannah E</td> </tr> <tr> <td><input type="radio"/> 2023M Sandbox for Hannah D</td> <td>2023M Sandbox for Hannah D</td> </tr> <tr> <td><input checked="" type="radio"/> 2023M Sandbox for Hannah C</td> <td>2023M Sandbox for Hannah C</td> </tr> <tr> <td><input type="radio"/> 2023M Sandbox for Hannah B</td> <td>2023M Sandbox for Hannah B</td> </tr> <tr> <td><input type="radio"/> 2023M Sandbox for Hannah A</td> <td>2023M Sandbox for Hannah A</td> </tr> </tbody> </table>	Course short name	Course full name	<input type="radio"/> firstcourse	First Course	<input type="radio"/> 2023M Sandbox for Hannah E	2023M Sandbox for Hannah E	<input type="radio"/> 2023M Sandbox for Hannah D	2023M Sandbox for Hannah D	<input checked="" type="radio"/> 2023M Sandbox for Hannah C	2023M Sandbox for Hannah C	<input type="radio"/> 2023M Sandbox for Hannah B	2023M Sandbox for Hannah B	<input type="radio"/> 2023M Sandbox for Hannah A	2023M Sandbox for Hannah A	<ol style="list-style-type: none"> 4. On the Import page, choose a course that you want to copy the content from (source/ template course). <p>Tip: 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>Tip: If you cannot find the source course, please check your account enrollment and role in both courses.</p> <ol style="list-style-type: none"> 5. Click the 'Continue' button to confirm the chosen course.
Course short name	Course full name														
<input type="radio"/> firstcourse	First Course														
<input type="radio"/> 2023M Sandbox for Hannah E	2023M Sandbox for Hannah E														
<input type="radio"/> 2023M Sandbox for Hannah D	2023M Sandbox for Hannah D														
<input checked="" type="radio"/> 2023M Sandbox for Hannah C	2023M Sandbox for Hannah C														
<input type="radio"/> 2023M Sandbox for Hannah B	2023M Sandbox for Hannah B														
<input type="radio"/> 2023M Sandbox for Hannah A	2023M Sandbox for Hannah A														
<p>Import settings</p> <ul style="list-style-type: none"> <input type="checkbox"/> Include permission overrides <input checked="" type="checkbox"/> Include activities and resources <input checked="" type="checkbox"/> Include blocks <input checked="" type="checkbox"/> Include files <input checked="" type="checkbox"/> Include filters <input checked="" type="checkbox"/> Include calendar events <input checked="" type="checkbox"/> Include question bank <input checked="" type="checkbox"/> Include groups and groupings <input checked="" type="checkbox"/> Include competencies <input checked="" type="checkbox"/> Include custom fields <input checked="" type="checkbox"/> Include content bank content <input checked="" type="checkbox"/> Include legacy course files <p>Jump to final step Cancel Next</p>	<ol style="list-style-type: none"> 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>Include:</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 deselect X following:</p> <ul style="list-style-type: none"> • Course Announcement • News forum • Turnitin assignment • Panopto • Any LTI external tools
<p>Previous Cancel Next</p>	<p>8. Click the 'Next' button.</p>
<p>Included items:</p> <p>General </p> <p>Course Announcements </p> <p>Note  </p> <p>Assignment  </p> <p>Previous Cancel Perform import</p>	<p>9. In Included items, scroll down to the end of the page and click the 'Perform import' button.</p> <p>Again, please make sure X following:</p> <ul style="list-style-type: none"> • Course Announcement • News forum • Turnitin assignment • Panopto • Any LTI external tools
<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 'Continue' button to return to the course page and check the course content.</p>