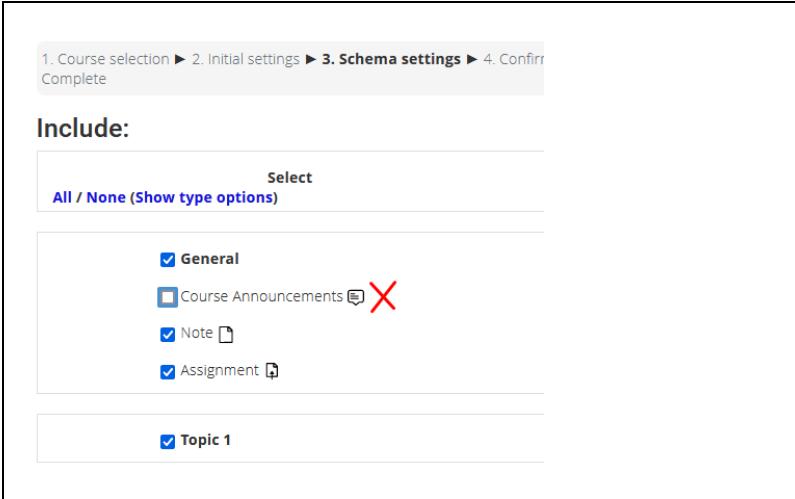
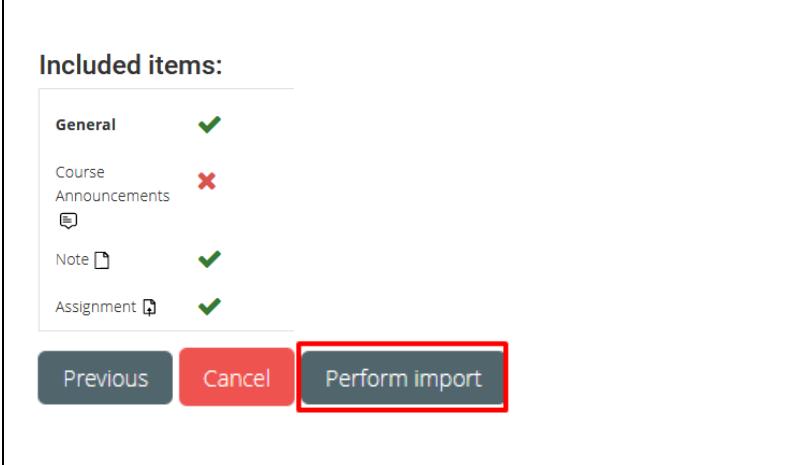


# Course Content Import (Copy) from an Existing Moodle 4.0 Course

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

	<ol style="list-style-type: none"> <li>1. Log in to <b>Moodle version 4.0</b> website (<a href="https://moodle2023.eduhk.hk">https://moodle2023.eduhk.hk</a>).</li> <li>2. Navigate for a new course.</li> </ol>																		
 <p>Users Filters Reports Gradebook setup Badges <b>Import</b> (highlighted with a red box) Backup Restore</p>	<ol style="list-style-type: none"> <li>3. Click 'Import' button in your course page 'Administration' block.</li> </ol>																		
<p>Find a course to import data from:</p> <table border="1"> <thead> <tr> <th>Select a course</th> <th>Total courses: 6</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td>Course short name</td> <td>Course full name</td> </tr> <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>	Select a course	Total courses: 6			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"> <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>
Select a course	Total courses: 6																		
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> <table border="1"> <tbody> <tr> <td><input type="checkbox"/> Include permission overrides</td> </tr> <tr> <td><input checked="" type="checkbox"/> Include activities and resources</td> </tr> <tr> <td><input checked="" type="checkbox"/> Include blocks</td> </tr> <tr> <td><input checked="" type="checkbox"/> Include files</td> </tr> <tr> <td><input checked="" type="checkbox"/> Include filters</td> </tr> <tr> <td><input checked="" type="checkbox"/> Include calendar events</td> </tr> <tr> <td><input checked="" type="checkbox"/> Include question bank</td> </tr> <tr> <td><input checked="" type="checkbox"/> Include groups and groupings</td> </tr> <tr> <td><input checked="" type="checkbox"/> Include competencies</td> </tr> <tr> <td><input checked="" type="checkbox"/> Include custom fields</td> </tr> <tr> <td><input checked="" type="checkbox"/> Include content bank content</td> </tr> <tr> <td><input checked="" type="checkbox"/> Include legacy course files</td> </tr> </tbody> </table> <p><b>Next</b> (highlighted with a red box)</p>	<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	<ol style="list-style-type: none"> <li>5. Click the 'Continue' button to confirm the chosen course.</li> <li>6. All activities, blocks and filters are selected by default. Just let them all selected. Then, click the 'Next' button to next step.</li> </ol>						
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<input checked="" type="checkbox"/> Include activities and resources																			
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	<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>8. Click the 'Next' button.</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 <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>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>