

Importing Course Content into a New Course Shell

Step 1

Login to your myeLearning account.

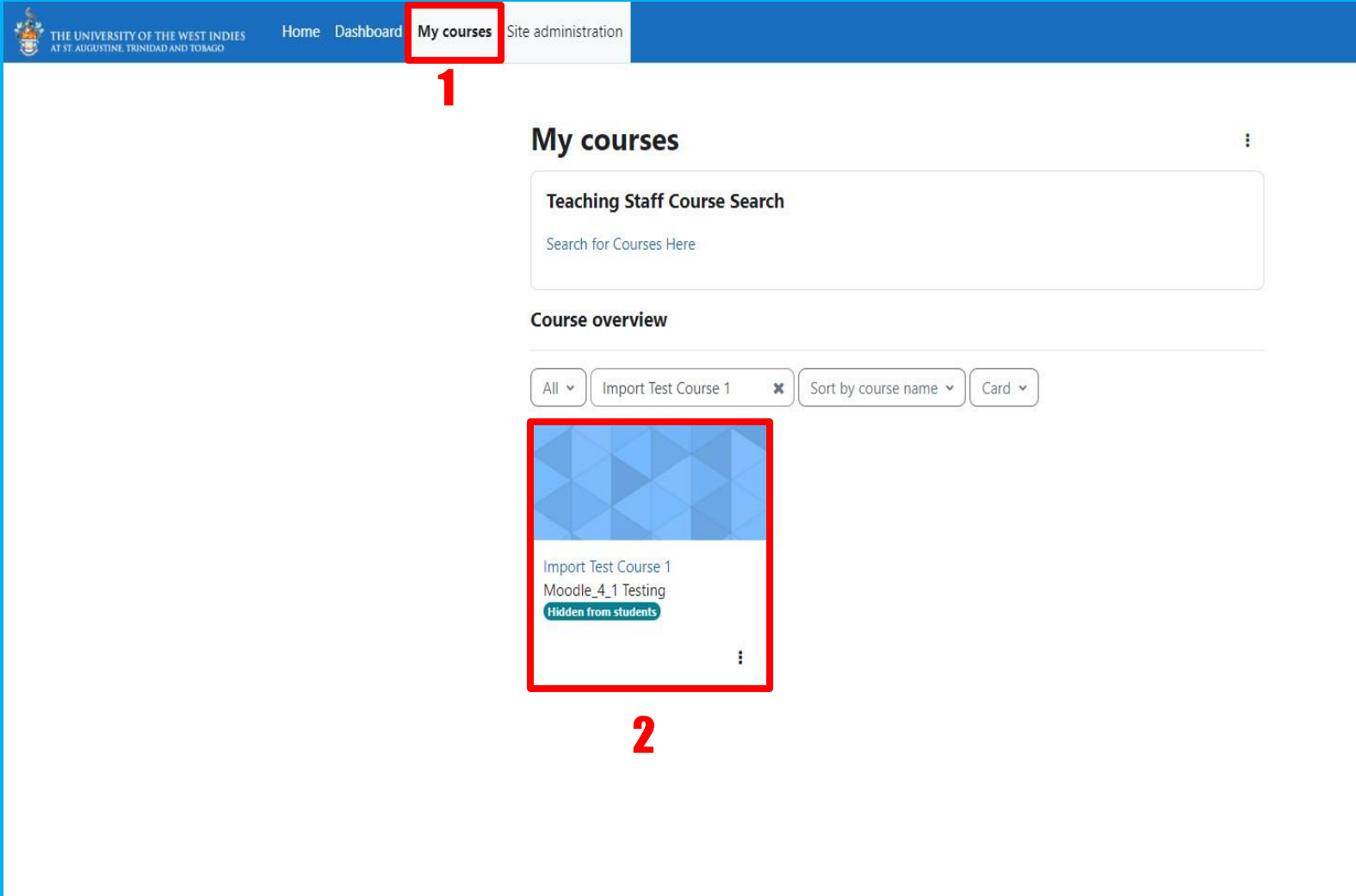
Log in to myeLearning

[Lost password?](#)

[Cookies notice](#)

Step 2

Select [blank] course shell for current year.



The screenshot shows the Moodle interface for 'My courses'. The navigation bar at the top includes 'Home', 'Dashboard', 'My courses', and 'Site administration'. The 'My courses' link is highlighted with a red box and a red number '1' below it. Below the navigation bar, the 'My courses' section features a search box labeled 'Teaching Staff Course Search' with the placeholder text 'Search for Courses Here'. Underneath is a 'Course overview' section with filters: 'All', 'Import Test Course 1', 'Sort by course name', and 'Card'. A course card for 'Import Test Course 1' is highlighted with a red box and a red number '2' below it. The card displays 'Moodle_4_1 Testing' and a 'Hidden from students' status.

THE UNIVERSITY OF THE WEST INDIES
AT ST. AUGUSTINE, TRINIDAD AND TOBAGO

Home Dashboard **My courses** Site administration

My courses

Teaching Staff Course Search

Search for Courses Here

Course overview

All Import Test Course 1 Sort by course name Card

Import Test Course 1
Moodle_4_1 Testing
Hidden from students

Step 3

Click the 'More' setting and select the option 'Course reuse'.

The screenshot displays the 'Import Test Course 1' interface. At the top, there is a navigation bar with tabs for 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The 'More' tab is highlighted with a red box and a red number '1' above it. Below the navigation bar, the 'General' section is expanded, showing a '+ Add an activity or resource' button. A dropdown menu is open from the 'More' tab, listing options: 'Question bank', 'Content bank', 'Badges', 'Filters', 'Recycle bin', and 'Course reuse'. The 'Course reuse' option is highlighted with a red box and a red number '2' below it. The interface also shows a 'Collapse all' button and a 'Topic 1' section.

Step 4

Search previous course, select and 'Continue'.

Import Test Course 1

Course Settings Participants Grades Reports **More** ▾

Import ▾

1. **Course selection** ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ 5. Perform import ▶ 6. Complete

Find a course to import data from:

Select a course Total courses: 1

	Course short name	Course full name
2	<input checked="" type="radio"/> ITC2	Import Test Course 2

1

3

Step 5

Click 'Next'.

Import Test Course 1

Course Settings Participants Grades Reports **More** ▾

Import ▾

1. Course selection ▶ **2. Initial settings** ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ 5. Perform import ▶ 6. Complete

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 custom fields
- Include content bank content
- Include legacy course files

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

Step 6

Select content to import and click 'Next'.

Import Test Course 1

Course Settings Participants Grades Reports **More** ▾

Import ▾


1. Course selection ▶ 2. Initial settings ▶ **3. Schema settings** ▶ 4. Confirmation and review ▶ 5. Perform import ▶ 6. Complete

Include:

Select
All / None (Show type options)

General

Topic 1


Your course content 

Previous Cancel **Next**

Step 7

Click 'Perform import', and be patient.

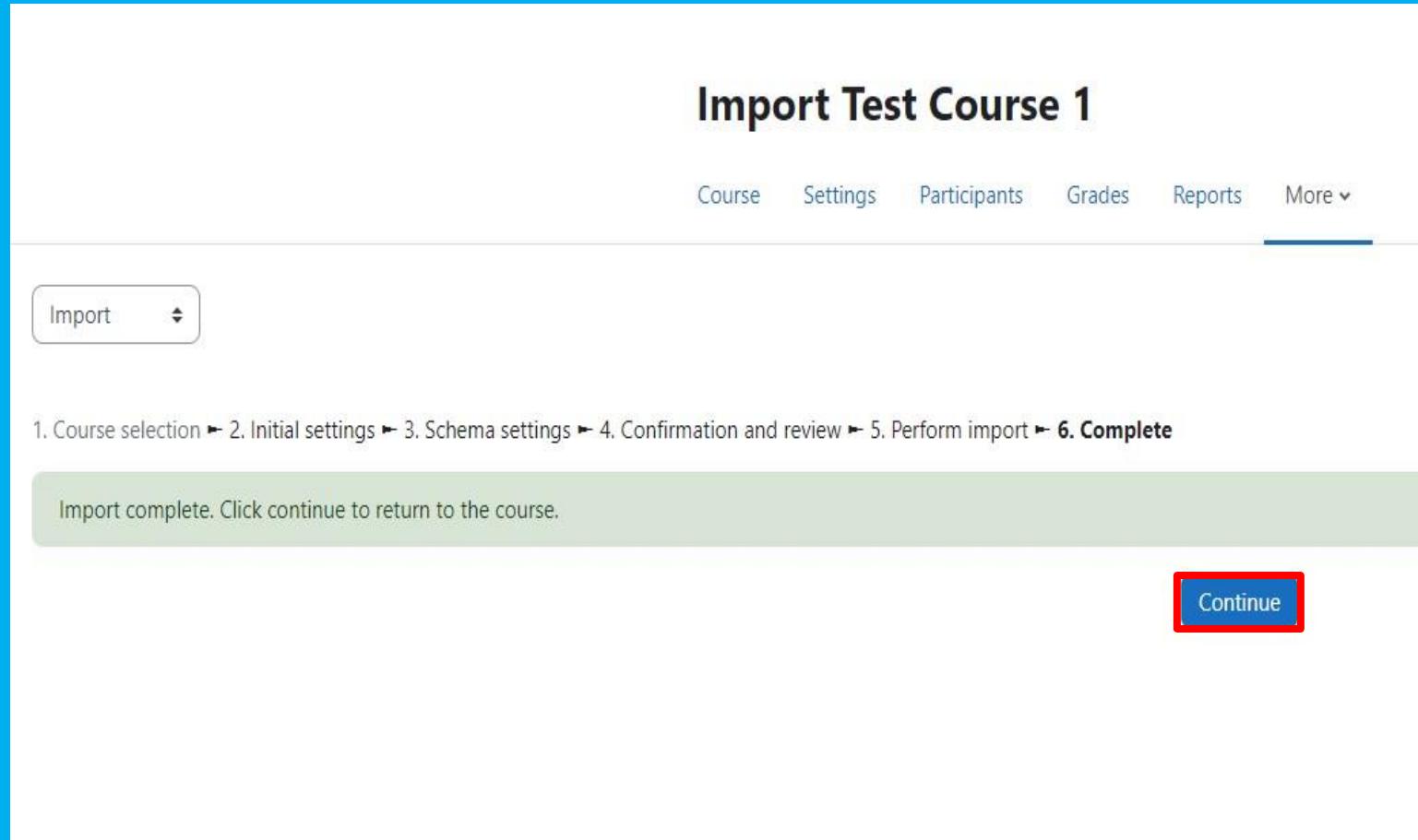
Included items:

General	✓
Topic 1	✓
Your course content 	✓

[Previous](#) [Cancel](#) [Perform import](#)

Step 8

Upon completion, click 'Continue'.



The screenshot displays the 'Import Test Course 1' interface. At the top, there is a navigation menu with links for 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. Below the menu is a button labeled 'Import'. A progress bar indicates the completion status of the import process, with steps: 1. Course selection, 2. Initial settings, 3. Schema settings, 4. Confirmation and review, 5. Perform import, and 6. Complete. A green notification bar states 'Import complete. Click continue to return to the course.' A blue 'Continue' button is highlighted with a red border.

Import Test Course 1

Course Settings Participants Grades Reports More ▾

Import ↕

1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ 5. Perform import ▶ 6. Complete

Import complete. Click continue to return to the course.

Continue

Step 9

Verify content was successfully imported.

Import Test Course 1

Course Settings Participants Grades Reports More ▾

▼ **General** ✎ Collapse all ⋮

+ Add an activity or resource

Add topic

▼ **Topic 1** ✎ ⋮

Your course content

+ Add an activity or resource

Add topic

**Have yourself a
great semester!**