Moodle: Importing Courses (previously referred to as rollover)

To take the materials you have in Moodle from one course (semester) to another you have to import. Importing means that you won’t have to re-upload all your files and assignments, though Turnitin assignments do not import. Here are the steps:

1. Open the NEW course shell (the empty one)
2. Under the Administration block, select IMPORT
3. Under “Find a course to import data from:” find the course that has the information in it that you want to copy and select the radio button in front of it. If you do not see your course, put the course ID number in the search field and hit search. Do not enter the year/term or section #, just the course ID (i.e. ENGL151)
4. Hit the CONTINUE button.
5. Next window “backup settings” hit NEXT
6. Now select the items you wish to bring over by making sure the boxes are checked. Uncheck the boxes of items you do NOT wish to bring over. If you want all of it, do nothing to the boxes. (NOTE: You may want to uncheck the News Forum box so you do not have two of them in the new course).
7. Hit NEXT at the bottom of the window.
8. You should now see green checks next to items to import and red x next those you do not.
9. Hit PERFORM IMPORT- this can be a slow process. If your course has a lot of content it may take up to 30 minutes to complete.
10. When finished, click button to go to course.

NOTE: Only those GRADEBOOK items that you added to the front page as an item will carry over to the new course. If you added grade items to the gradebook manually, they will not come to the new course.

Also, TURNITIN assignments do not work when imported. You will have to unselect them from import and manually re-create in the new course.