# How to copy or import a resource or activity (or multiple items) from one module to another

**Moodle Help & Support**

<span style="color:red">This refers to Moodle 3.6 from July 2019 onwards</span>

## How to copy a resource or activity (or multiple items) from one module to another

### Notes

- This includes rollover at the end of an academic year, e.g., importing material from 15-16 modules into 16-17 modules.
- You will need Editing Teacher (or higher) access to both courses.
- You can import from archived modules even though you can't edit them, so long as you have editing teacher access to both modules.
- **Turnitin assignments (or Moodle Assignments with Turnitin enabled) must NEVER be copied from module to another as they become corrupted.**
- **Do not use the Import button in the Year End and Archive block.**

### Importing an item from one module to another

1. In the destination (e.g., new) module,



2. On the cogwheel menu: select **Import**
3. Enter the module name or code and click on the **Search** button to find the module you want to import objects from
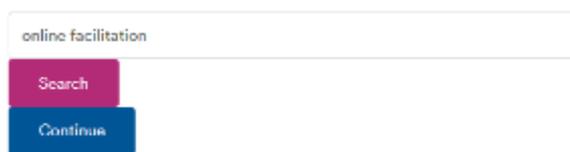


4. A list of modules that match the module name/code will appear.
   Select one of the modules and click on the **Continue** button

**Find a module to import data from:**

| Select a module | Total Modules: 5 | |
| --- | --- | --- |
| | Module short name | Module full name |
| ● | LRLR-ONLINEFACILITATEENGAGEMENTAPR-UNUK-1718 | Online Facilitation and Designing for Engagement (UK CN 17-18) |
| ○ | LRLR-ONLINEFACILITATEENGAGEMENTNOV-UNUK-1718 | Online Facilitation and Designing for Engagement (UK CN 17-18) |

---

**Why can't I import from all the modules.**

You may see a message that you cannot import from some modules (below). This is because you do not have access to them. If you would like to import content from those modules then you need to be enrolled on them as an editing teacher. Someone with editing teacher or School Support access to that module, e.g. last year's module convenor, can give you access by following these linked instructions (not applicable to archived modules - please ask Learning Technologies for access) . Once you have access to that module you can try the process again and you will be able to select it.

5. Click **Continue**

6. On the *Import settings* screen you can deselect anything you don't want. For example if you're importing a single Resource or Activity or only resources and activities, untick blocks, filters, Calendar events, Question bank and Groups and Groupings. Click **Next**

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

## Import settings

☑ Include activities and resources

☐ Include blocks

☐ Include filters

☐ Include calendar events

☐ Include question bank

☐ Include groups and groupings

**Next**

7. On the *Include* screen, select **None** then start ticking items you want (you must also tick the Section/Topic it's in (or untick anything you don't want). Always untick Turnitin Assignments which cannot be copied.  If you plan to import everything, or most items from last year, click *All* to tick all of these. (It is important to **untick anything you don't want** - which is everything else: by unticking a Section/Topic you will automatically untick everything in that section)

**Why can't I import a specific file**

Import: Schema settings

You may have come here after seeing the messages 'Above Large File Omitted' or 'Above Media File Omitted' (shown right).

Certain file types and large files are excluded from the import process to provide a better Moodle experience for staff and students. Ex...

► 6. Complete

**'Above Large File Omitted'**

When creating teaching resources it is easy to inadvertently generate very large files. E.g. Two photographs (taken with a '16 Mega P...

o **To improve the experience of Moodle for students, files larger than 10 MB or any video files will not be imported. Please download each file and use the [Equella file upload] resource to add these items to your module.**

Additionally for students studying on our international campuses or at an overseas location (where bandwidth is not as good as across...

o **Please note, no forums nor Turnitin assignments on the module will be imported**

To help create a satisfactory experience we automatically omit large files from the content copy process, preventing them being rolled ...

via email

in reducing file size.

**Include:**

For staff teaching at our international campuses we have technology that allows the local upload and download of files within Moodle. ...
click here.

General ☑

*Additional Technical Note:*
Announcements ✗ 🔒
*The process of copying content involves creates a compressed version of all the materials in your existing module, that is uncompress...*

File 1 ⚠ ✗ 🔒

**'Above Media File Omitted'**

**Above Large File Omitted. Why?**

The excluded file types represent all of the different types of video uploaded by staff into Moodle. Each of these file types need differin...

Vote 1 ✓ ☑

Use of video within teaching is a strong growth area and where implemented successfully is highly effective. However feedback from s...

Survey 1 📋 ☑

Finally video files are usually very large and end users need to wait quite some time for the video to become ready on their computers ...

Glossary 1 📖 ☑

To help standardise the experience the University has integrated Moodle with a video handling system called Mediaspace. Mediaspac...

Quiz 1 ✓ ☑

Click here to learn more about Mediaspace

Large MP4 ⚠ ✗ 🔒

**Above Media File Omitted. Why?**

Data base 1 🗄 ☑

Wiki 1 🔲 ☑

8. Once you have selected the resources you want to import (scroll down and) Click **Next**

9. You will then get an opportunity to review the selections you have made. If you need to make a change click on the Previous button and make the change. If you are happy with your selections (scroll down) and click **Perform import**

10. Click **Continue**

---

3  **Communication**   ☐

📙 Lecture 7 - Revision
During this lecture I will cover the main points made during the last few weeks. *Please note that this file contains many high quality images for your inspection and will take some time to download (125Mb).*

📘 Communication: summary notes

**Perform import**

…. the content will be imported – this may take some time especially if there's a lot of content

- On the "Import complete" page click **Continue**

The item will appear in your module in the approximate position it was in its original module. If your module has a different number of topics the item may appear in a strange place, but can easily be moved to wherever you want it via drag and drop.

## Similar tutorials

The following other resources are also relevant to this topic:

- End of Year Processes and Rollover