How to set up a new module based on last year’s resources and activities

This refers to Moodle 3.6 from September 2019 onward

Moodle Help & Support

How to: Set up a new module based on last year’s resources and activities

When setting up next year’s module based on the previous year there are a few things that you need to consider. There are also a few helpful hints that will make it a lot easier for you to transfer materials.

Transferring resources

Before the previous year’s module has been archived it’s a good idea to import or copy all your resources/files into the new module. This is very easy to do. This will also allow you copy over the structure of the module e.g. section headings and break lines.

Information on how to do this can be found in How to copy or import a resource or activity (or multiple items) from one module to another

In summary:

- In your NEW module click the cogwheel for the **Course administration** menu > then **Import**

  ![Image showing the course administration menu and the import option]

- You now need to search for last year’s module to import the resources from it into your new module. Enter the module name or code and click on the **Search** button.

  ![Image showing the search function]

- Once found through the search facility, select the radio button next to the module you want to select. Click **Continue**.
Normally you would uncheck everything except Include activities and resources. Click Next.

You now need to choose the files you would like to copy into the new module. To stop an individual resource being copied across, untick the check box next to it. To stop all the resources in one section being copied across untick the check box next to the section title. You can start with All checked, or None (often easiest).

Click Next and then Perform import. For more details see: How to copy or import a resource or activity (or multiple items) from one module to another.

Notes

Turnitin or Moodle assignments, Tutorial booking and Allocation form activities should NOT be copied across as they will corrupt your new module.

Glossary and Database activities should be exported from the tool itself as a file and reimported into the new instance in the new module as they don’t go over in the mass import. Contact learning-technologies@nottingham.ac.uk for help with this.

Similar tutorials

The following other resources are also relevant to this topic:

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