

Moodle: Copy content from another course

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Instructors can copy content from one course to another in order to reuse **course activities, resources** or **question banks**:

- **Fall 2020 or newer:** Copy content yourself OR request LITS copy a course for you.
- **Fall 2017-summer 2020:** Request LITS copy a course for you, using backup (.mbz) files we have archived outside of Moodle. (LITS does not have courses older than fall 2017.)

You can also **restore content from a Moodle course backup (.mbz) file into a new course**, and this is the only way to copy content from another college's Moodle site into Bryn Mawr Moodle. Please contact us if you need help!


Before you begin, you may need:

- An **Instructor of record** or **Other editing teacher role** in a Bryn Mawr Moodle courses to copy or restore content yourself

Request LITS copy a course

You will need the **COURSE SUBJECT** and **NUMBER** (ANTH B101, etc.) and **TERM** (Spring 2022, etc.) for the **SOURCE** (course to copy FROM) and **DESTINATION** (course to copy TO) courses. If either course has a multiple sections, be sure to note **WHICH section(s)** should be copied to or from.

1. Go to our [Moodle: Copy Old Course into New Shell service page](#).
2. Click the **Request course copy** and log in using your college credentials if prompted.
3. Fill out the form and click **Submit**.

A member of the Educational and Scholarly Technology team will contact when the copy is complete or if we have questions. 

Copy course content yourself

There are several different ways to copy course content.

IMPORTANT: If you are copying Panopto videos linked to or embedded in a course page, you must **ALSO** copy the recordings themselves in Panopto to give students in the new course permission to view them. See [Panopto: Copy recordings to a new course](#).

Course Reuse > Import

Use this option when you want to **copy all or most of the content from one course to another**, or **preserve the course layout and formatting**.

Sharing Cart

Use this method when only need to copy **a few resources or activities** from one course to another.

Restore from a backup file

Use this method if you need to copy content from a [Moodle course backup \(.mbz\) file](#) into a Moodle course.

Export and import Question Bank content

Moodle has a dedicated menu for organizing the questions you in a course: [Question Bank](#). Question Bank has built-in export and import functions for moving questions between courses.