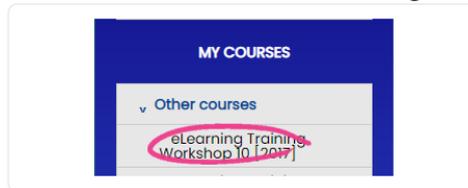


## Self-help Guide for MOODLE Users

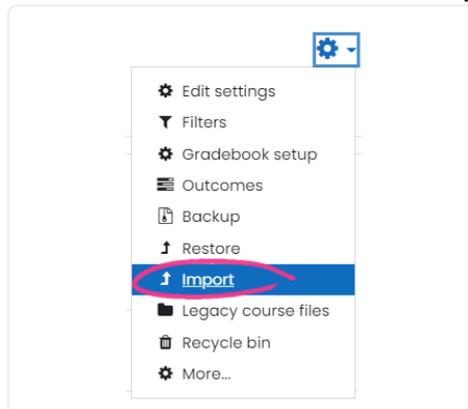
### Importing/Reusing Course Materials from an Existing Room to a New Course Room

As a teacher of a Moodle course, you can import and reuse course materials from an existing Moodle Course Room to a new Course Room.

- 1 **Login in Moodle.** Go to the **new Moodle Course Room** of which you want to import materials from an existing Course Room.



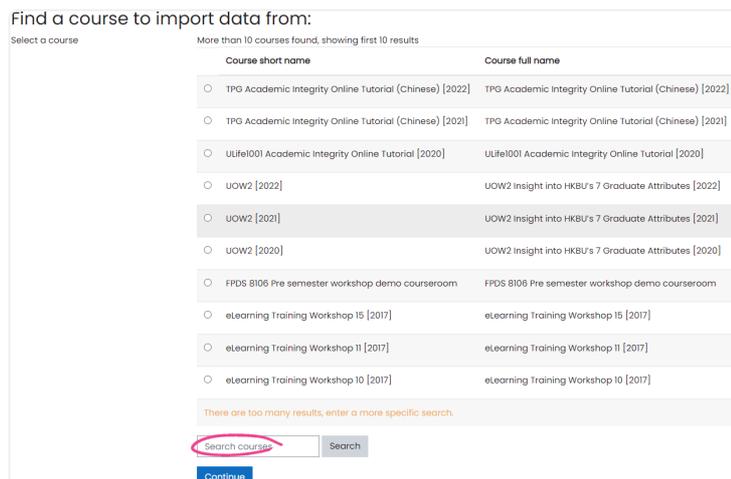
- 2 Click on **"Import"** from the **"Actions"** on the top right of the page.



- 3 Select the course from the **existing course list**. The course list shows all the Course Rooms that you had in the past academic year.

If there are too many results, you may have to enter the **Course Code** or keywords then click **"Search"** button.

Click **"Continue"** after selecting the course you want to import from.



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Select different items in Import settings, and then click **"Next"**.

1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation and review ▶

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

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

5

Check the materials or resources you want to adopt from the existing Course Room, and uncheck those you don't need. Click the **"Next"** button when done.

1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation

Include:

Select  
All / None (show type options)

- General
- Announcements 🗣️
- Zoom 🖥️

- Topic 1
- Training 1 📄
- week1.pdf 📄
- Label 🏷️
- HKBU Moodle 🏫

6

Before the import, you may review your selection. If that is what you want, click the **"Next"** button to proceed.

Included items:

- General ✓
- Announcements ✗ 🗣️
- Zoom ✓ 🖥️

- Topic 1 ✓
- Training 1 ✓ 📄
- week1.pdf ✓ 📄
- Label ✓ 🏷️
- HKBU Moodle ✓ 🏫

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The screen will show you the actions taken by the Moodle system. Press the **"Continue"** button to finish the process.

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](#)

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When finished, you will see the new Course Room with the materials imported from your existing course.