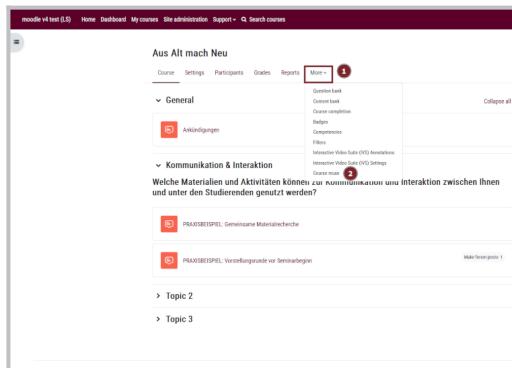


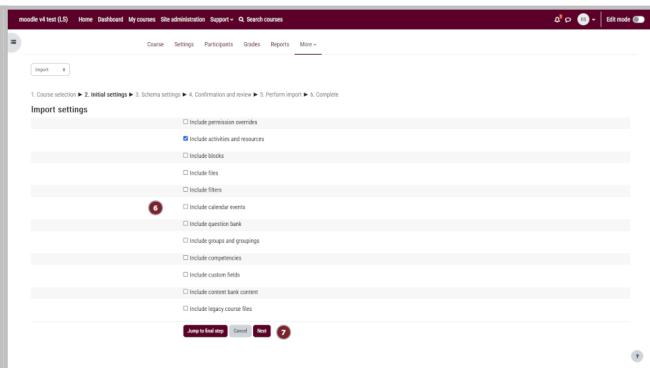
Importing content from another course

1. First, switch to the course into which you want to copy activities or work materials
2. Click on the *More* (**Fig. 1.1**) tab and then on *Course reuse* (**fig. 1.2**)
3. Select *Import* from the drop-down menu in the top left corner (**Fig. 2.3**)
4. Now select the „source course“ from the list of your courses (**Fig. 2.4**) from which you want to import activities. Then click *Next* (**Fig. 2.5**)
5. Use the checkboxes to select the elements you want to transfer from the old course (**Fig. 3.6**). Then click *Next* (**Fig. 3.7**)
6. Now you can select which activity or material you would like to copy explicitly into your course. To do this, it is best to first deactivate the preselection by clicking on *None* (**Fig. 4.8**). Then make your selection using the checkboxes. You can select individual activities or entire sections, including their materials. To select individual materials/activities from a section (**Fig. 4.10**), you must first activate the higher-level section itself (**Fig. 4.9**). Finally, click again on *Next*
7. Check your selection. If you do not want to make any more changes, click on *Import* at the bottom of the page. Depending on the size of the course and the number of elements to be imported, the import process may take a little longer. Once the import has been successfully completed, you will receive a message and will be taken back to your course by clicking on *Continue*
8. Finally, check whether any imported course elements need to be updated (e.g. submission deadlines or access periods).



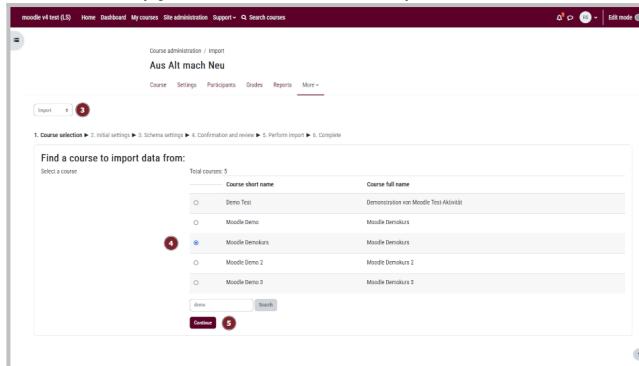
The screenshot shows the Moodle course administration interface. The top navigation bar includes 'moodle v1 test (LS)', 'Home', 'Dashboard', 'My courses', 'Site administration', 'Support', and 'Search courses'. Below this, a sub-menu for 'Aus Alt mach Neu' is open, showing options like 'General', 'Aktivitäten', 'Kommunikation & Interaktion', and 'Topic 2'. A note in the 'Kommunikation & Interaktion' section reads: 'Welche Materialien und Aktivitäten können zur Kommunikation und Interaktion zwischen Ihnen und unter den Studierenden genutzt werden?'. At the bottom of the screen, there is a link 'Impressum'.

Abb. 1: Copy course content steps 1-2



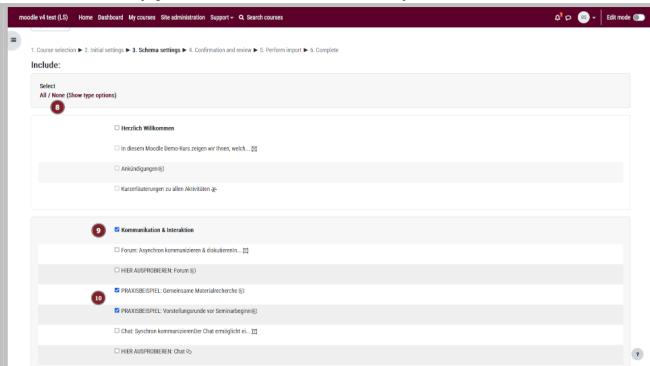
The screenshot shows the 'Import settings' step of the import process. It displays a list of checkboxes for selecting what to import, including 'Include permission events', 'Include activities and resources', 'Include blocks', 'Include files', 'Include filters', 'Include calendar events', 'Include question bank', 'Include groups and groupings', 'Include competencies', 'Include custom fields', 'Include content bank content', and 'Include legacy course files'. At the bottom, there are buttons for 'Jump to final step', 'Cancel', 'Next', and a question mark icon.

Abb. 3: Copy course content steps 5-6



The screenshot shows the 'Find a course to import data from:' step. It lists several courses under 'Total courses: 5': 'Demo Test' (selected), 'Moodle Demo', 'Moodle Demokurs', 'Moodle Demo 2', and 'Moodle Demokurs 2'. Below the list are buttons for 'Done' and 'Search'.

Abb. 2: Copy course content steps 3-4



The screenshot shows the 'Select' step, where specific items are being chosen for import. Under 'Kommunikation & Interaktion', items like 'Forum: Aspekte kommunikation & diskutieren.', 'HERAUSPROBEN: Forum (S)', 'PRAXISBEISPIEL: Gemeinsame Materialrecherche (S)', and 'PRAXISBEISPIEL: Vorstellungsvorlesung vor Seminargerüste(S)' are listed with checkboxes. Other sections like 'Aktivitäten' and 'Topic 2' also contain items for selection.

Abb. 4: Copy course content steps 7-9

Die Entwicklung erfolgte durch Mitarbeitende des Leuphana Lehrservice (lehrservice@leuphana.de)



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