Introduction and content overview

This guide explains how to import course material, from one course to another. The process of importing course material enables one to selectively reuse material, e.g. by importing material from an older course. As a side note, the process can be run an arbitrary number of times, so that during the execution of a course, material can be imported from other courses as it is needed.

The guide consists of 6 steps and a few final comments:

1. Initiate the import
2. Choose course
3. Choose course material (1)
4. Choose course material (2)
5. Accept your import configuration
6. Import done

Additional comments
1. Initiate the import

Navigate to the target course, to which the import of course material is desired. In the menu Administration, to the right of the course content: Administration → Course administration, click “Import”.

![Import button in the Administration menu]

2. Choose course

A list of courses is presented, from which import is available.

![List of courses with Embedded Software Design (ED4) selected]

When the desired course is found, select it and click “Continue”.

If one is assigned to more than 10 courses, it might be required to search for the desired course. This can be done using the search field located under the presented list of courses.
3. Choose course material (1)

First, choose whether to include Activities, Blocks and Filters. As a rule, include all of them. Activities includes the course material. Filters includes the use of equations and smileys on the course page. Blocks includes all additional functionality that resides in the menu to the right of the course content.

Again; as a rule, include all of them.

Then click “Next”.

4. Choose course material (2)

Now, to choose the specific course material for import - it is possible to handpick the material or to select everything at once.

As default, all course material is selected - including the course description.

When the desired course material is selected, click “Next”.
Comments on selecting course material:

➔ All course material already in the target course has a higher priority than the imported course material. Overwriting is therefore not possible during import.

➔ When importing a number of topics/subjects greater than the number of topics/subjects in the target course, the additional topics/subjects will be hidden but will still be imported.

➔ If Activities is not previously selected, it is NOT possible to choose any course material for import.

5. Accept your import configuration

An overview of the material about to be imported is now presented. From here it is possible to click “Previous” to select/deselect course material, otherwise click “Perform import” to complete the import.

NB: For course material of a certain size, e.g. videos, audio and large PDF-files, it may take up to a few minutes to finish the import.

6. Import done

When the import is done, a message telling so is presented. From here, clicking “Continue” will return one to the target course.
Additional comments

Under 3. Choose course material (1) it has been found, that if Activities is deselected and the process continued, an error requiring the import process be restarted may rise. The error can be reproduced by the following steps:

1) One deselects Activities in 3. Choose course material (1) and clicks “Next”
2) One regrets, since now you can’t select any course material
3) One clicks “Back”
4) One selects Activities and clicks “Next”
5) One still has no possibility of selecting any course material
6) One has to restart the process

Need more help? Watch screencasts about importing course material:
https://elsa.moodle.aau.dk/screencasts/

Contact support:
support@its.aau.dk