

Export course resources/activities to other course(s)

- 1) In source course's course main page, press  [Actions menu] at top right corner, then press [ Export]
- 2) In “Select target course(s)” page, check the checkbox(es) of the target course(s) to which the source course's specified resource(s)/activity(-ies) and/or setting(s) will be exported, then press [Continue]
- 3) In “Import settings” page, check the checkbox of “Include activities and resources” and other checkbox(es) of setting(s) of the source course, then press [Next]
- 4) Check the checkbox(es) of the source course's resource(s)/activity(-ies), as well as the source course's section name(s) in bold, then press [Next]
- 5) In the confirmation page, press [Perform import], then press [Continue]

Note:

- 1) Source course settings that can be exported to the target course(s) via this function mainly include blocks, calendar events, question bank, groups and groupings.
- 2) If you cannot find the target course in step 2, you can enter its course name or code in the search bar at the bottom, then press [Search].
- 3) If you would like to copy a Quiz activity with its already-created questions inside such activity to the target course(s), please also check the checkbox of “Include question bank” in step 3.
- 4) If you check the checkbox of the source course's section name(s) in step 4, their section name(s) and description(s) will be both exported to the target course(s).
- 5) Course participant data of activities/resources/settings from the source course will not be exported to the target course(s).