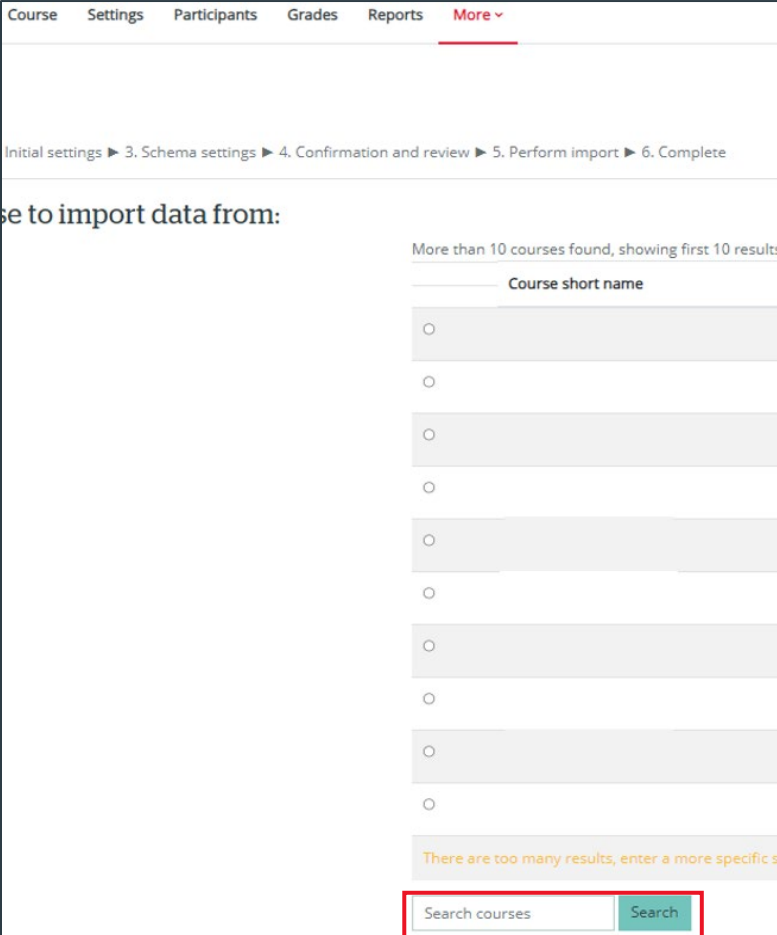


How to move content from one shell to another in Moodle.

Faculty

1. Click **My Courses**.
2. Open the course you would like to copy content from.
3. Click **Settings**.
4. Make note of the Course short name (must be exact).
5. Click **My Courses**.
6. Open the course you want to copy content to.
7. Click **More** → **Course reuse**.
8. Enter the course short name from the course you want to copy content from.
9. Click **Search**.



The screenshot shows the Moodle course reuse search interface. At the top, there is a navigation menu with 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. Below the menu, a breadcrumb trail reads 'Initial settings ► 3. Schema settings ► 4. Confirmation and review ► 5. Perform import ► 6. Complete'. The main heading is 'Select course to import data from:'. Below this, a search bar contains the text 'More than 10 courses found, showing first 10 results'. A table with the header 'Course short name' lists ten courses, each with a radio button to its left. At the bottom of the table, a message states 'There are too many results, enter a more specific search'. Below the table, there is a search bar with the text 'Search courses' and a 'Search' button. A red box highlights the search bar and button.

10. Select the course from the list.
11. Click **Continue**.
12. Click **Jump to final step**.

The content will now appear in the course you copied it to. If you already had content in the course, you should review the order of the content and adjust as needed.

Version History

Version	Date	Description
1.0	11/23/2023	Document Created