

Import content into Moodle course

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Import content from one Moodle course to another

1. Open a browser window such as Internet Explorer or Firefox.
2. Navigate to <https://moodle.hocking.edu> and enter your credentials and click "Login".



Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) ?

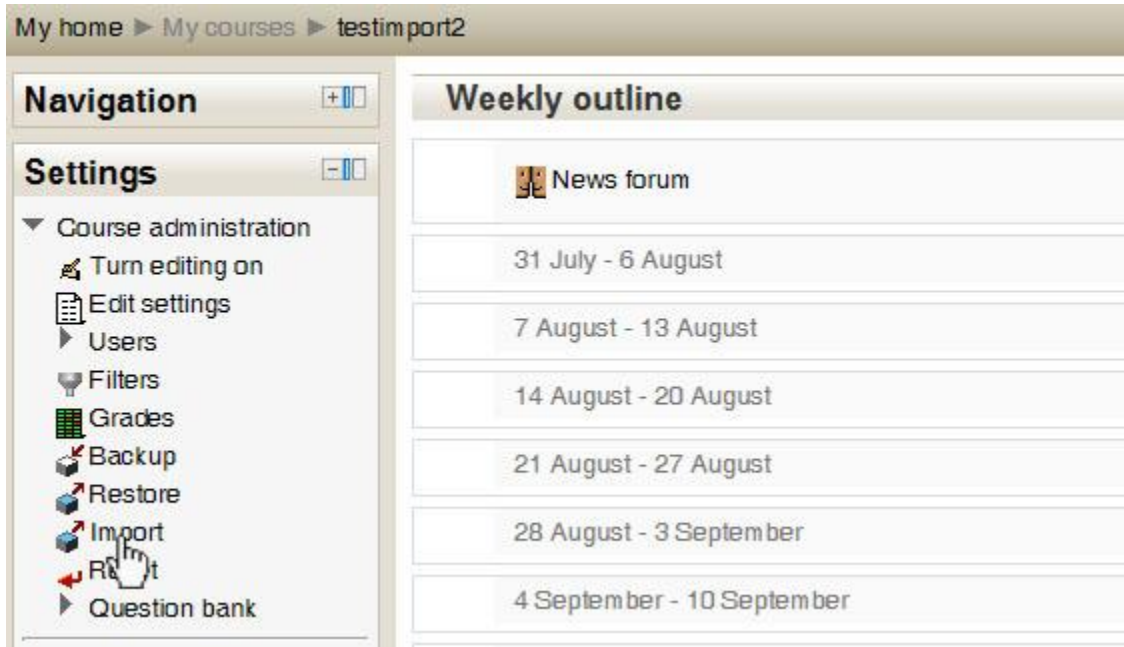
Username

Password

3. Click on the name of the course that you want to import your content INTO.

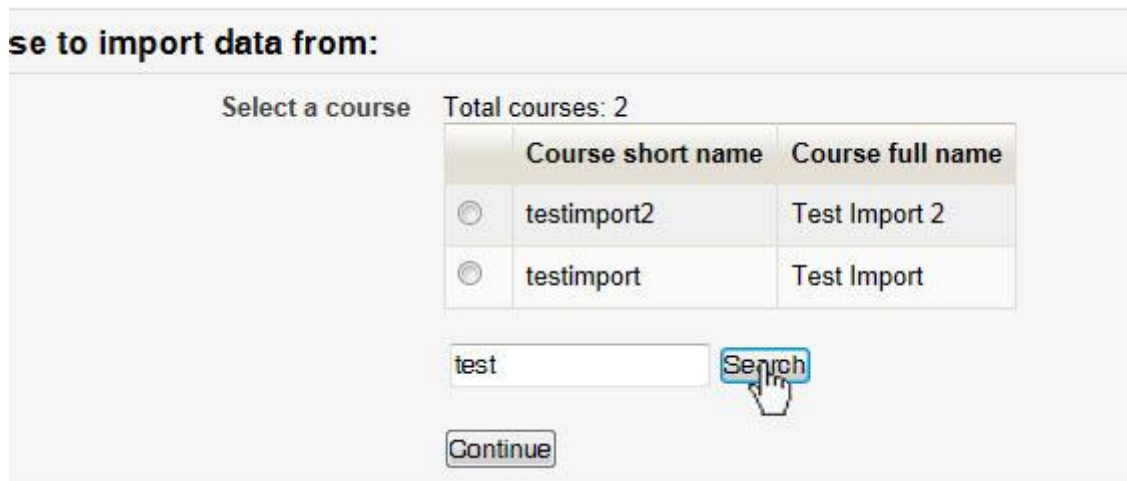


4. Once in the course. On the left side under “Course Administration” click on “Import”.



The screenshot shows a Moodle course page for 'testimport2'. On the left, the 'Settings' menu is expanded to 'Course administration', where the 'Import' option is highlighted with a mouse cursor. On the right, the 'Weekly outline' section is visible, showing a 'News forum' and a list of dates from 31 July to 10 September.

5. You will see a list of courses that you are allowed to import FROM and you have Teacher access to. The list is limited to 10 courses. If you don't see the course you want to import FROM enter the Course number or title and click “search”.

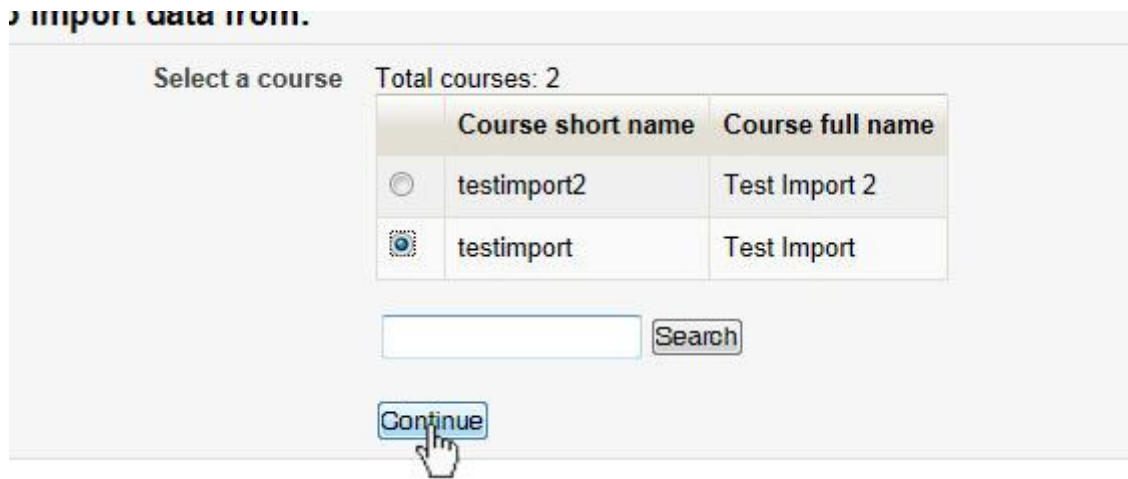


The screenshot shows the 'Select a course' dialog box. It displays a table of available courses for import. Below the table is a search input field containing the text 'test' and a 'Search' button. A 'Continue' button is also visible at the bottom.

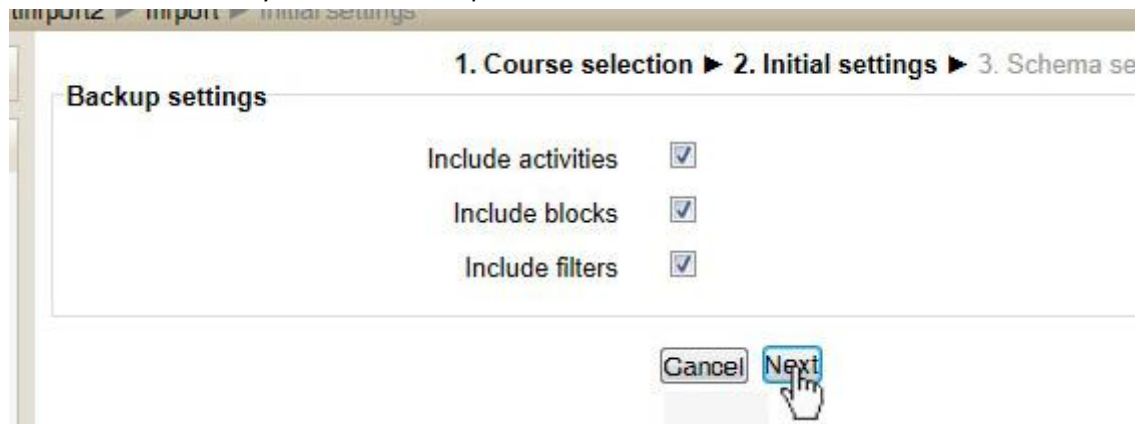
Select a course		
Total courses: 2		
	Course short name	Course full name
<input type="radio"/>	testimport2	Test Import 2
<input type="radio"/>	testimport	Test Import

test

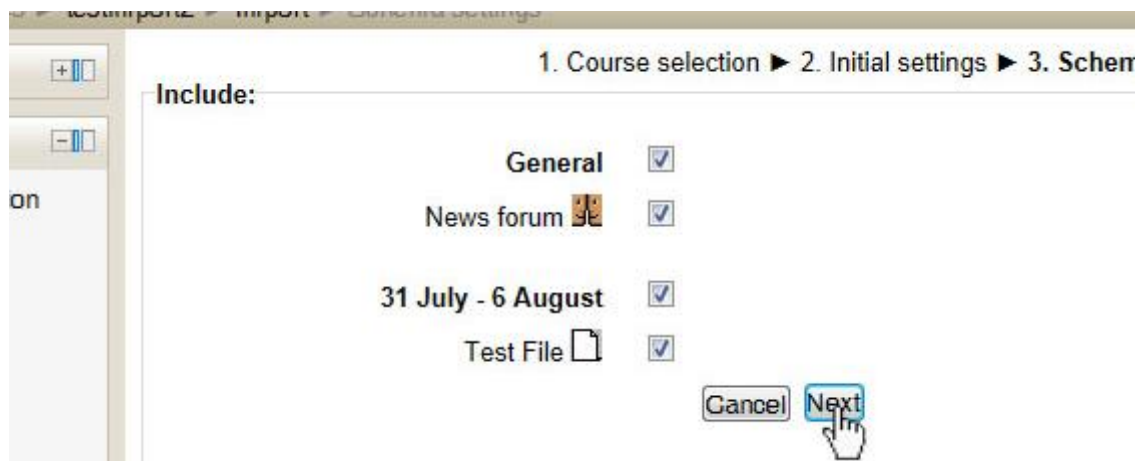
- Once you see the course you want to import FROM click on the “Circle” beside it’s name and then click “Continue”.



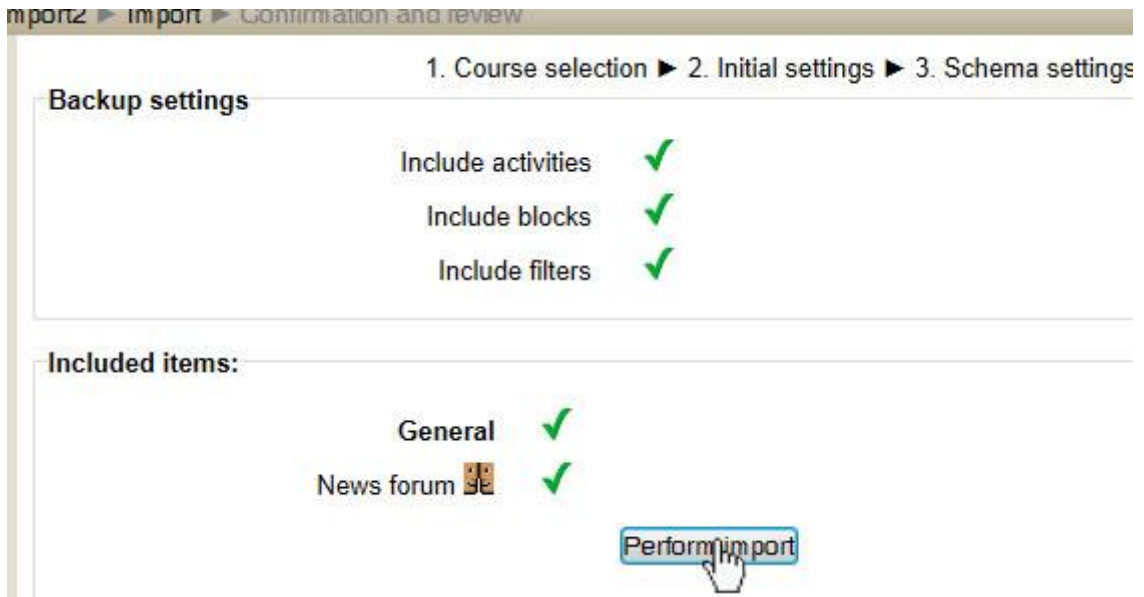
- “Check” all the items you would like imported from the other course and click “Next”.



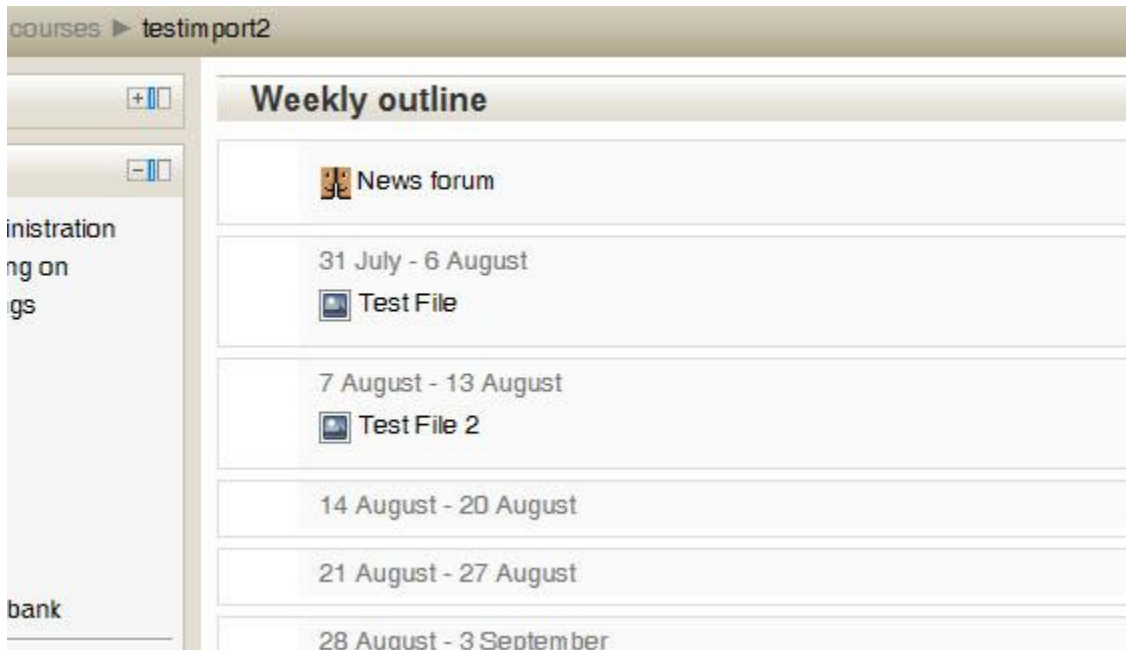
- “Check” all the sections and items you would like to import from the other course. “UNCHECK” the “news forum” as that will create 2 in your shell course and each shell is already provided one. Click “Next” once you are finished.



- Review the settings you chose and once satisfied click “Perform Import”



- You will see a screen saying the import was successful. Click “Continue” to view the imported content in the new course.
- You will see all the content that was in the course being imported FROM in the course you imported INTO.



Importing content with Turnitin assignments

When importing content from another course that contains Turnitin assignments there are some other steps that need to be done to copy the assignments. By default when importing Turnitin assignments it only copies the assignment instead of creating it inside of Turnitin. Without performing the next steps you will receive errors about duplicates and you may possibly be seeing submissions for students not within the current class that are in the class you imported from. To fix the issue you will need to reset the course you imported into BEFORE anyone submits anything to a Turnitin assignment.

1. Open a browser window such as Internet Explorer or Firefox.
2. Navigate to <https://moodle.hocking.edu> and enter your credentials and click "Login".



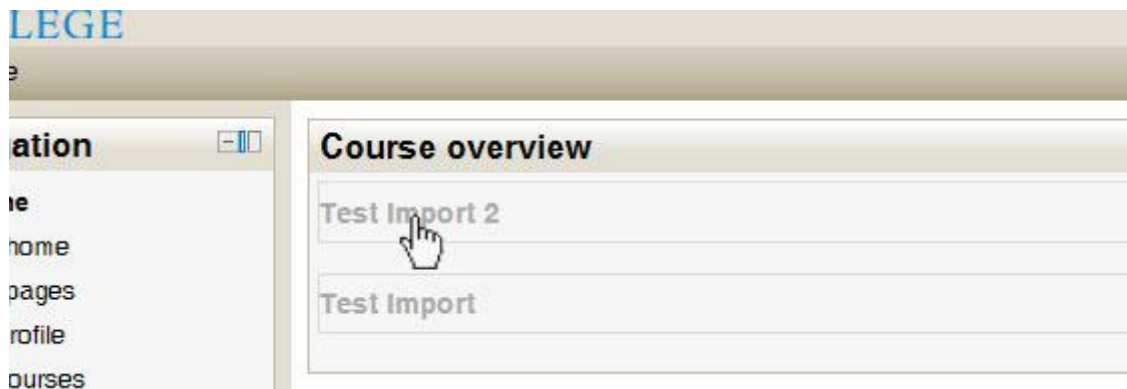
Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) ?

Username

Password

3. Click on the name of the course that needs to be reset.



- To check to make sure there are duplicates you can click on a Turnitin assignment within the course and you will be presented with a notice and the course that contains the duplicate.

Summary Submit Paper Submission Inbox Options

Notice

Duplicate copies of the same Turnitin assignments were found, duplicates occur when one or more is connected to the same one Turnitin assignment via the Turnitin API. This is known to cause submissions made to one of the duplicates will show up in the submission inbox of the others. delete the duplicate assignments or reset the course where the duplicate assignments are.

The following duplicates were found:

- [Test Course \(test_course\) - Test turn it in assignment - Part 1](#)

Turnitin Assignment Name	Test turn it in assignment
--------------------------	----------------------------

- BEFORE performing the reset click “Breadcrumb” link “Turnitin Assignments” while viewing a Turnitin assignment. This will show all the Turnitin assignments within the course and if there are any submissions.

Import2 ▶ Turnitin Assignments ▶ Test turn it in assignment

Summary Submit Paper Submission Inbox

Notice

Duplicate copies of the same Turnitin assignments were found, duplicates occur when one or more is connected to the same one Turnitin assignment via the Turnitin API. This is known to cause submissions made to one of the duplicates will show up in the submission inbox of the others. delete the duplicate assignments or reset the course where the duplicate assignments are.

The following duplicates were found:

- [Test Course \(test_course\) - Test turn it in assignment - Part 1](#)

- To see the Submissions for an assignment click on the number under the "Submissions" column for the assignment you want to see. This will take you to the submissions for the assignment. If you have 0(Zero) submissions for all the assignments you can proceed to Step 10 to start resetting your course. NOTE: It may be a good idea to go into each assignment and click the "Refresh Submissions" to make sure the assignments are up to date.

timport2 ▶ Turnitin Assignments

Topic	Name	Start Date	Number of Parts	Submissions
2	Test turn it in assignment	18/07/12, 14:18	1	1
2	Test turn it in assignment 2	18/07/12, 14:50	1	1
2	test turn it in assignment 3	18/07/12, 14:58	1	0

- Click on the "Refresh Submissions" tab to get a fresh list of submissions.

Summary Submit Paper **Submission Inbox** Options

1 of 1 (Show 10 25 50 100 All) Refresh Submissions Enroll All Students

Paper ID	Submitted	Similarity	Grade	Comments

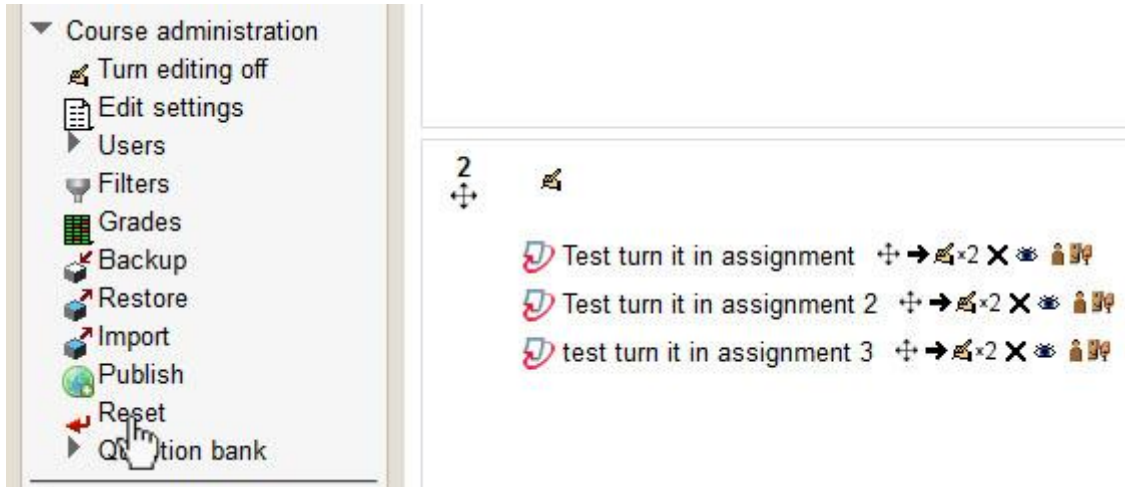
- If a "Non Moodle User" is showing up as submitting a submission it is still OK to reset the course. This is a submission from another class that has the duplicate assignment. Check all the assignments you have submissions for and make sure that no students from your course have submitted anything yet.

Summary Submit Paper **Submission**

Show All / Hide All Page 1 of 1 (Show 10 25 50 100 All)

Student Submission	Paper ID	Submitted
<input type="checkbox"/> , (Non Moodle User) - (1 Submission)		
<input type="checkbox"/> Part 1 - Test submission	265783491	7/09/12, 09:21
Student, Test - (0 Submissions)		

9. If no students have submitted anything yet for any assignments within the course, you are ready to reset the course.
10. Under “Settings” and “Course Administration” click “Reset”.



11. Leave the settings as they are and don't change anything. The Turnitin Assignments “Select Option” should be Copy Turnitin Assignments (Create Duplicates, New Turnitin Class). Click on “Reset course”.



12. You will get a confirmation screen and click “Continue”. Go back into any Turnitin assignment and the “Notice” should be gone for all of them.