Weekly Moodle Tip:

In Moodle, course copy is known as “import”.

To import files from an old course to a new one, simply enter your new course.

In the Administration block, click, “Import”.

Using the drop down menu across from “Courses I have taught” select the old course you would like to copy from and click the “use this course” button.

Next, be sure that everything you would like to copy is checked. If you want to move course files, be sure that “yes” is selected.

Finally click “Continue” and wait for the process to be successfully completed.