

Copy exams, test, quizzes, and other activities to another course

Last Modified on 06/29/2021 6:17 pm EDT

To copy particular items, such as assignments, quizzes, or PDF files, from one course into another course, use the Moodle *Import* tool. To import an entire course, see the "[Transfer, move or copy a course from a prior term](#)" article or the "[Transfer, move or copy a course from another instructor](#)" article for help.

When copying individual items between Moodle courses, please note:

- Copied items will include settings such as due dates and grade settings, but will not include student submissions to activities, such as Forum posts or Glossary contributions.
- Copied items will need to be checked for *Group* settings and *Restrict Access* settings.

If you need additional help with this topic or have questions, contact the eLearning department at 337-475-512-5126 or email Wendi Prater (wcprater@mcneese.edu).

Prepare Items to Copy

Before you start importing content, we recommend doing a little preparation in the course you are copying from.

Note: This step is especially important if the target course already contains any content. Read steps [here](#).

Import Items into the Target Course

In the Moodle course you will copy into, to import the item(s). Read steps [here](#).

Clean Up Imported Content

Be sure to attend to these important tasks, as needed. Read steps [here](#).
