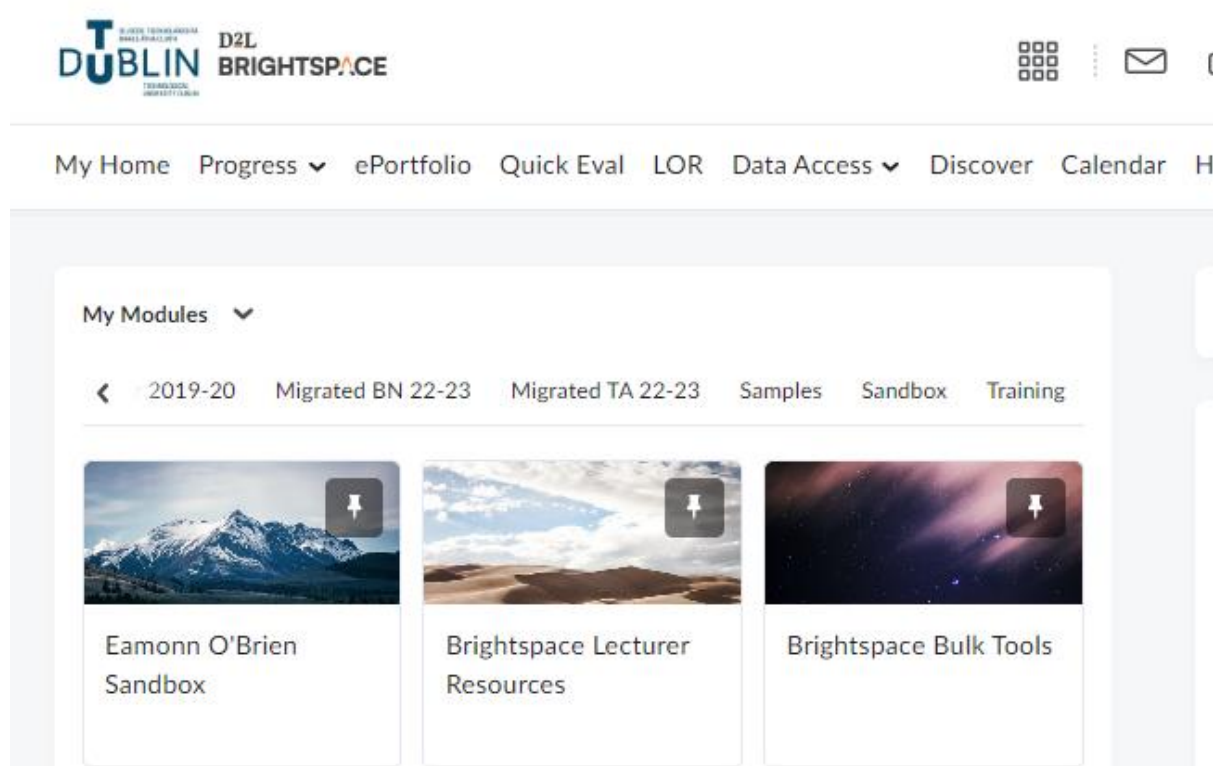# How to Import migrated Moodle course content into an empty course shell for the new academic year.

For Blanchardstown and Tallaght Lecturers

Please open the appropriate **Migrated TA 22-23** or **Migrated BN 22-23** tab within Brightspace.

Within this tab you will see the imported Moodle courses which you have been enrolled on from the Academic Year 2022-23

From the 8th of August 2024 you will also an additional tab **2024-25** for Semester 1 & 2 of the Academic year 2024/2025.

Within this tab you will have an empty shell for each course you have been enrolled on.

How to copy Content from Migrated Moodle modules in **Migrated TA 22-23** or **Migrated BN 22-23**

1. Navigate to the **Migrated TA 22-23** (Tallaght Staff) **or Migrated BN 22-23** (Blanchardstown Staff) tab
2. Open the course you would like to copy content from.

3. From the menu select: Module Tools > Module Admin > Module Information

   Each Module has a unique identifier – The Module Code which begins with MIG_
4. Select the code and copy or write the code down.

Module Image

[Browse]

All standard image file types are supported. We recommend module images be 2400 x 960 pixels and that they don't contain text. This ensures they can be resized to look great in different contexts and on different devices.

Homepage Banner

[✓] Display the image in a banner on the module homepage

Module Name *

| ELSC H1001 | ❓

Module Code *

| MIG_29 | ❓

Department

| Migrated Tallaght Modules Department ⌄ |

[Create School] ❓

Semester

| Migrated TA 22-23 ⌄ |

[Create Semester]

Locale

| -- Default -- English (United Kingdom) ⌄ |

5. Navigate to the **2024-25** tab(available from August 8th 2024)
6. Find the corresponding empty course shell for the new academic year 2024/25.

7. From the menu select: Module Tools > Module Admin
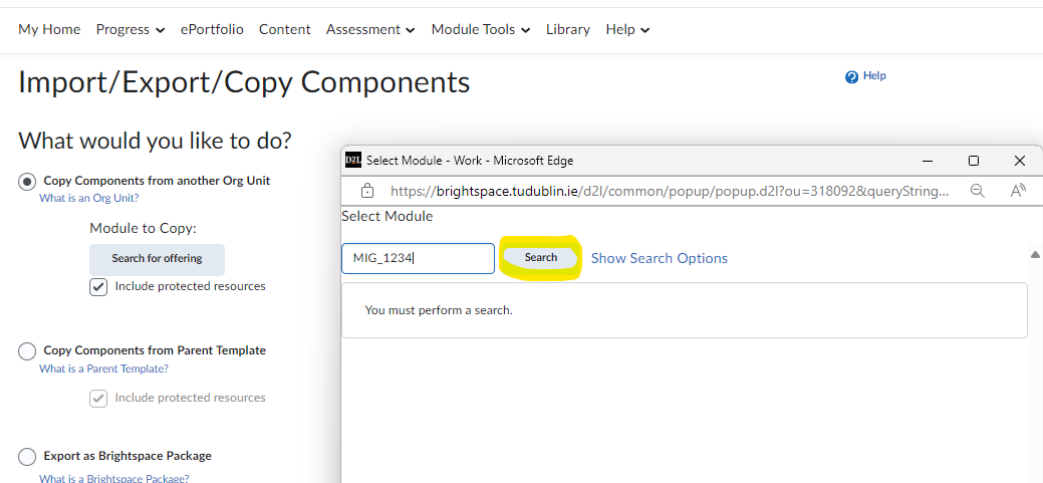8. Under Site Resources, select: Import/Export/Copy Components

9. Select: Copy Components from another Org Unit
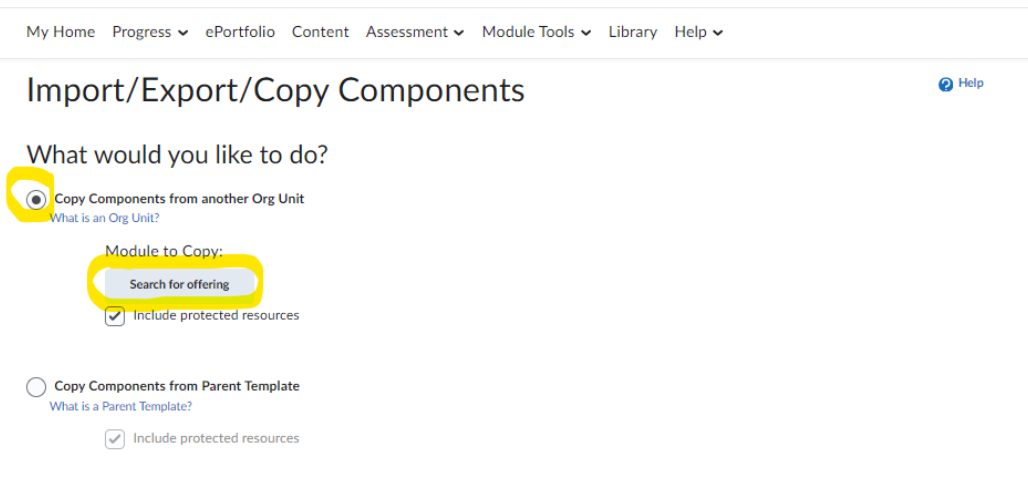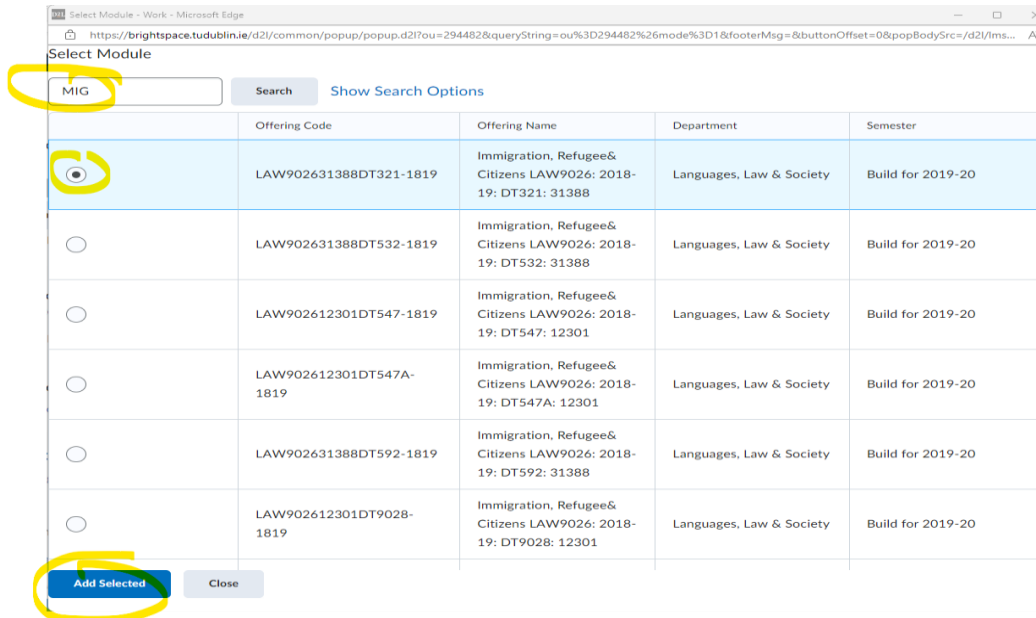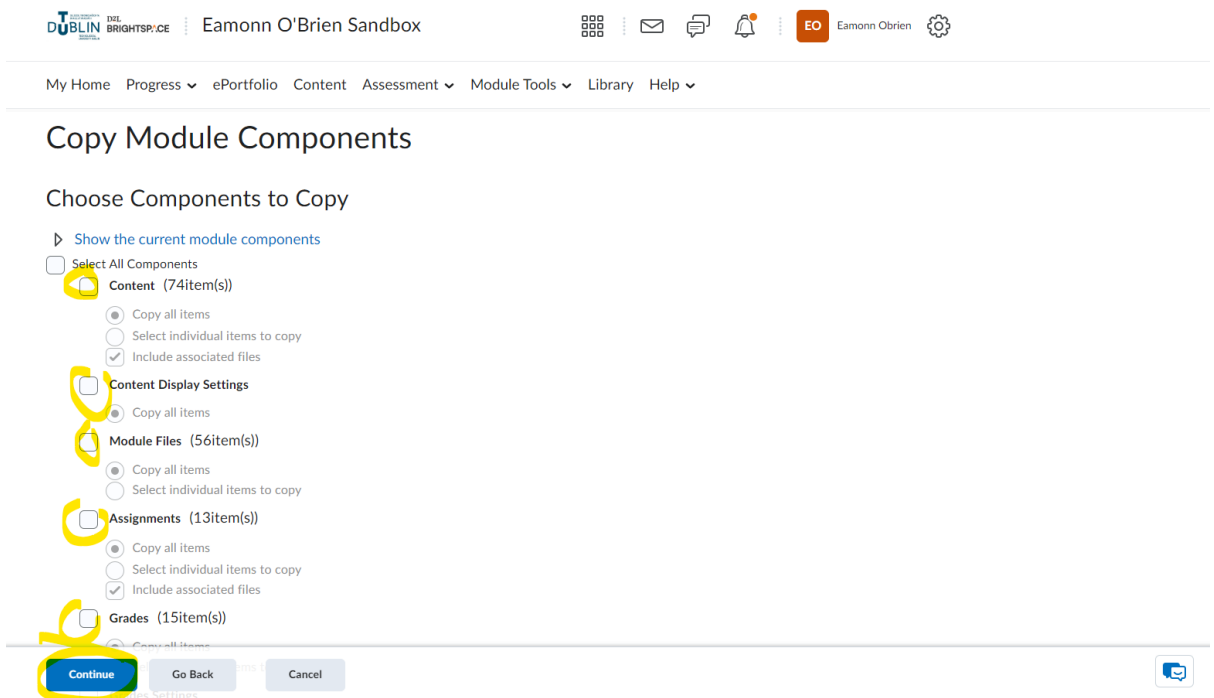

10. Click: Search for offering
11. Enter the code you copied earlier and click: Search

12. Chose the correct course and click Add Selected

13. You can then choose the specific components you would like to import by selecting the appropriate tick boxes

14. Finally click: Continue

This will then populate the new empty shell with the component you selected.