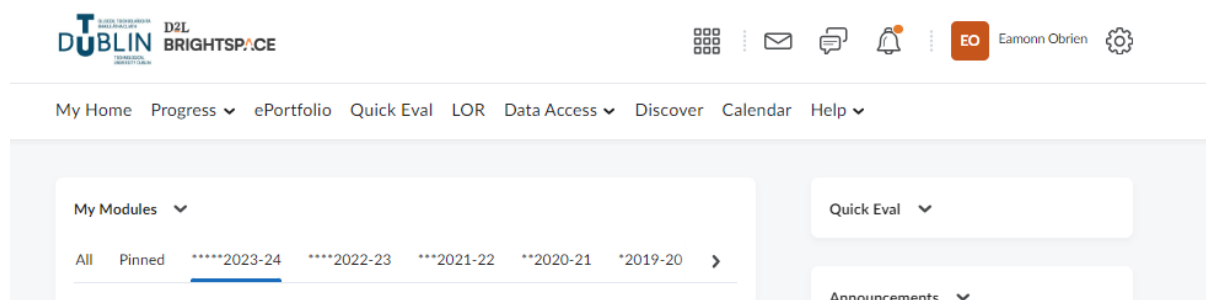


How to Import course content from the previous academic year into an empty course shell for the new academic year.

For City Lecturers

Please open the appropriate year tab within Brightspace.

Within this tab you will see courses you were enrolled on for the previous academic year.

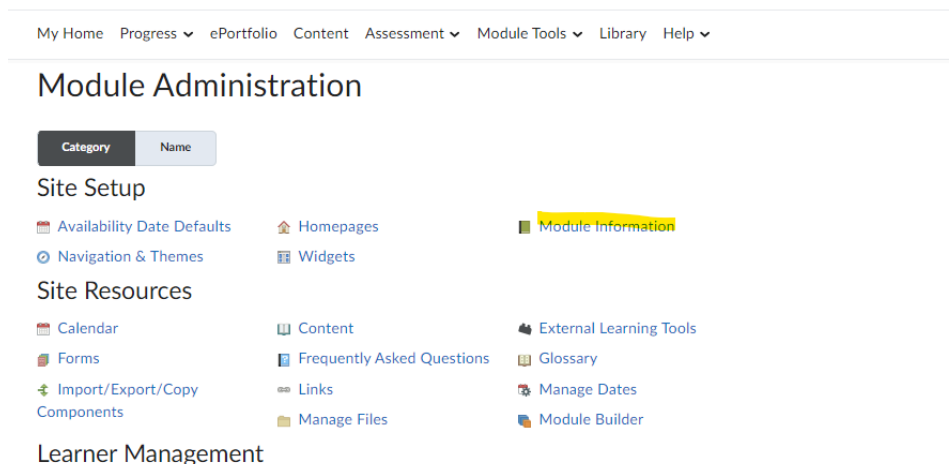


From the 8th of August 2024 you will also have an additional tab **2024-25** for Semester 1 & 2 of the Academic year 2024/2025.

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

How to copy content from a previous academic year

1. Navigate to the appropriate academic year 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

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.

The screenshot shows a Moodle course page for 'Strat Competitive Positioning BSMT3414: 2023-24'. The navigation menu at the top includes 'My Home', 'Progress', 'ePortfolio', 'Content', 'Assessment', 'Module Tools' (highlighted in yellow), 'Library', and 'Help'. Below the menu is a banner image of a mountain landscape. The main content area is mostly blank, with the word 'Blank' written in large yellow letters. On the right, there is a 'Module Overview' widget showing a bar chart for the week of the course, indicating 1 person visited and no quizzes submitted.

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

Module Administration

Category	Name
----------	------

Site Setup

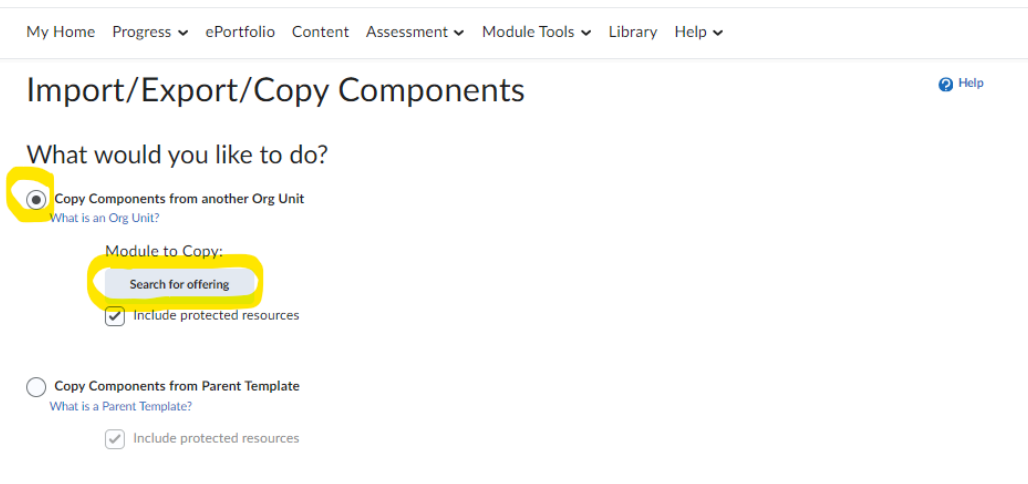
- Availability Date Defaults
- Homepages
- Module Information
- Navigation & Themes
- Widgets

Site Resources

- Calendar
- Content
- External Learning Tools
- Forms
- Frequently Asked Questions
- Glossary
- Import/Export/Copy Components
- Links
- Manage Dates
- Manage Files
- Module Builder

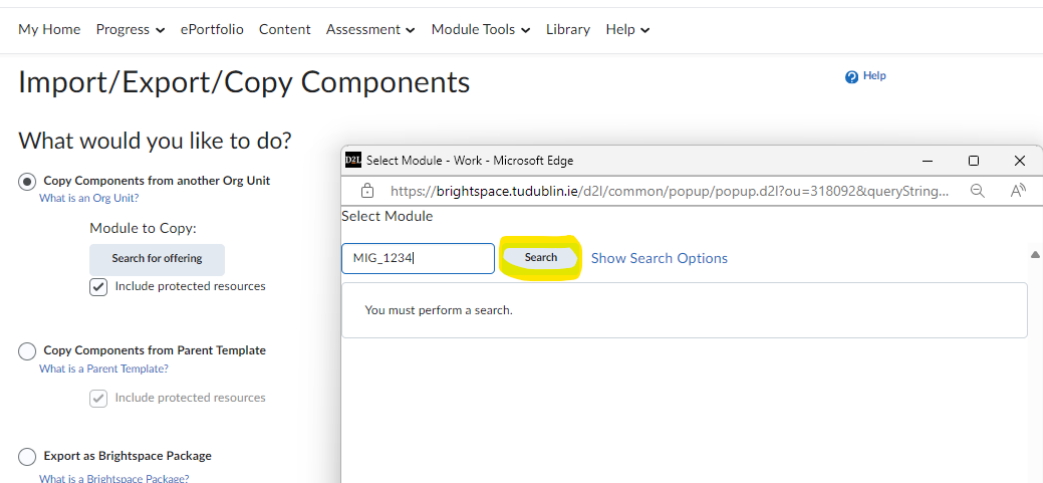
Learner Management

9. Select: Copy Components from another Org Unit

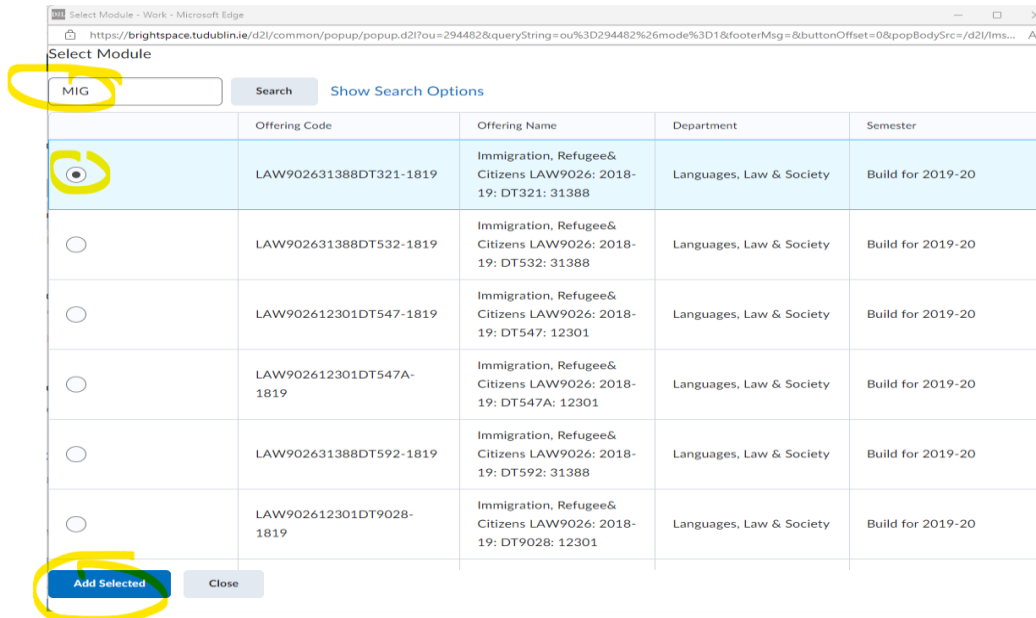


10. Click: Search for offering

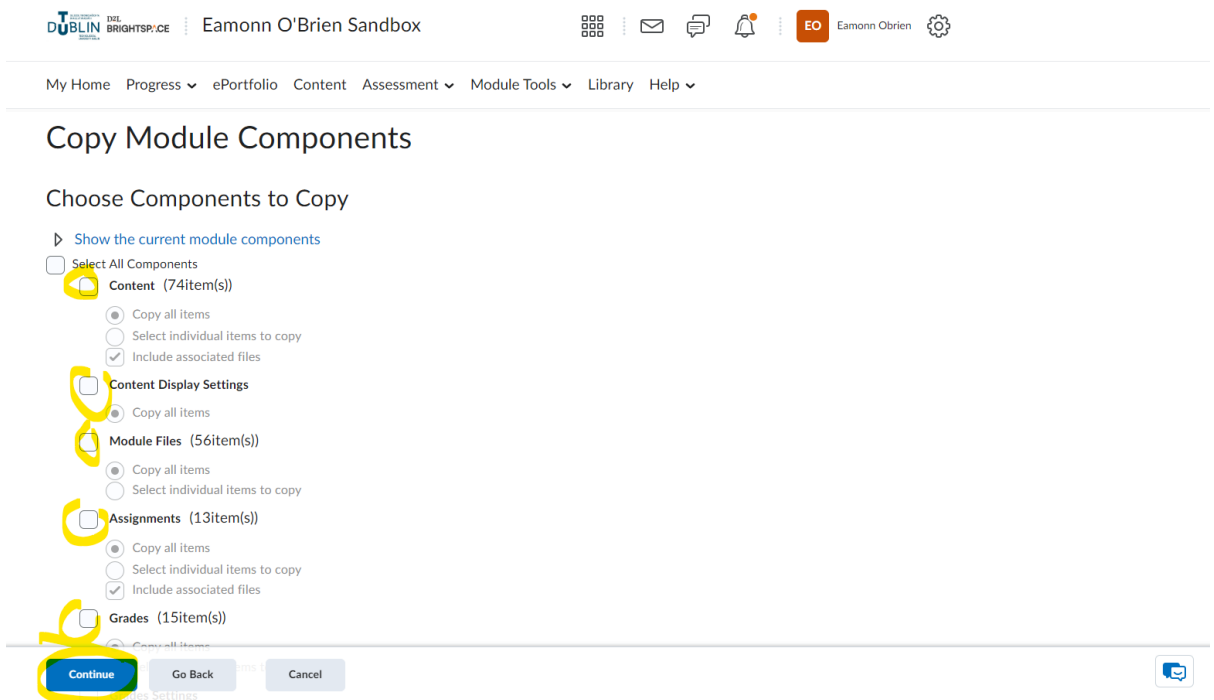
11. Enter the code you copied earlier and click: Search



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.