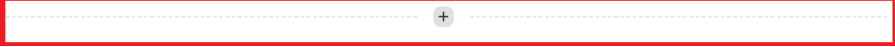


✘ Related to this topic, the section [Moodle](#) contains a selection of interesting pages.

## Create activities (settings)

### Example activity: Forum

Below, the basic settings (using the example of a *Forum*) are described that apply when creating all activities. 

After clicking the *Add an activity or resource* button , select the desired activity and click on it. 


Under *General*, you first define the *Name* and optionally a *Description* for all activities — here, the *Forum name* and a *Description*. If desired, the description can be displayed on the course page by activating the option *Display description on course page*.

Under *Forum type*, you can define the type of forum. If you want a regular forum that allows exchange between participants, keep the setting *Standard forum for general use*.


In the additional form fields, you can configure various forum-specific options such as *Attachments* and *Subscription and grading options*.

The options *Common module settings* and *Restrict access* are available in all activities and resources. Here, under *Availability*, you can define whether the activity should already be available to course participants or still be *Hidden*. If you are working with *Groups*, you can configure the corresponding settings here.

If the activity should be linked to specific *Restrictions*, such as access only at certain times, you can define these criteria under *Restrict access* → *Add restriction*.

Finally, save your changes using the buttons *Save and return to course* or *Save and display*. The *Forum* is now created. 

### Add a new topic

In the forum, you and the students can start a new discussion thread using the *Add discussion topic* button. Clicking *Advanced* reveals additional settings. 

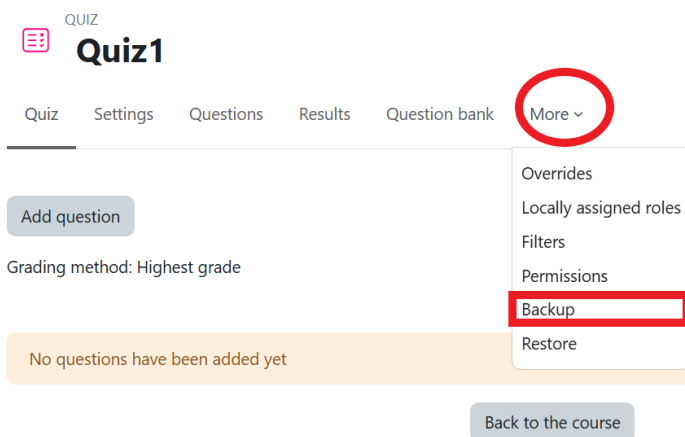
You can then enter the *Subject* and the actual *Message* and format them using the *Editor*. Under *Discussion subscription*, you can define whether you want to receive replies to your post by email.

You can also add *Attachments*. If participants should be informed immediately about the new topic by email, activate the option *Send forum post notifications with no editing-time delay*. If you select *Pinned*, the topic will always remain highlighted at the top. The *Display period* can also be defined as needed.

Click the *Post to forum* button to create the post.

# Reusing an activity

Moodle allows you to reuse all activities and resources in the coming semester without having to recreate all content from scratch. The procedure is demonstrated using the example of the Quiz activity.



## Backup and restore

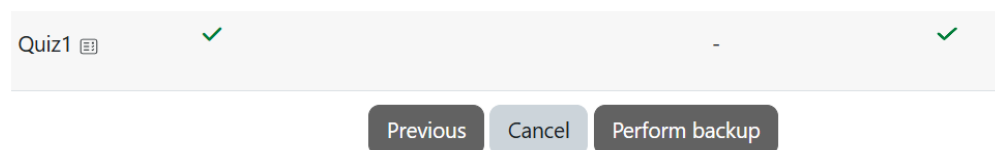
In the quiz, click *More in the central menu bar* → *Backup*.

On the following pages, you can decide which settings you want to restore. Elements you do not need (e.g. *Competencies*) can be removed by deactivating the corresponding checkboxes.

Give the file a clear name with the extension .mbz.

Clicking *Perform backup* saves your quiz.

### Included items:



To restore the quiz, click *Edit* or, in the quiz, select *More from the central menu bar* → *Restore*.

Under *User private backup area*, click *Restore* next to the desired quiz-backup.

First, select the course in which the quiz should be restored. Click *Continue* to review the settings and finally select *Perform restore*.

## Import

To reuse and “copy” an activity from one of your existing courses on the current Moodle learning platform, you can use the *Import* function.

In the course, click *More in the central menu bar* → *Course reuse* and then select *Import* from the dropdown menu. You will be given a selection of courses in which you have course leader permissions. Select the course whose content you want to import and click *Continue*.

On the following pages, you can decide which settings should be included (e.g. question bank, competencies) and which activities or resources should be restored. Elements you do not need can be removed by deactivating the checkboxes. Alternatively, you can use the option *All/None (Show type*

*options*) at the top.

Next, you will receive an overview of the elements to be imported. Click the *Perform import* button to start the import process. You can make changes using the *Previous* button.

After a successful import, you will receive a green information message. Clicking *Continue* takes you to the imported/copied course, where you can make further adjustments as needed.

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**Note: Please note that neither function transfers any user data. All grades and student contributions within the activity, etc., are deleted.**

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