

Duplicate / copy course

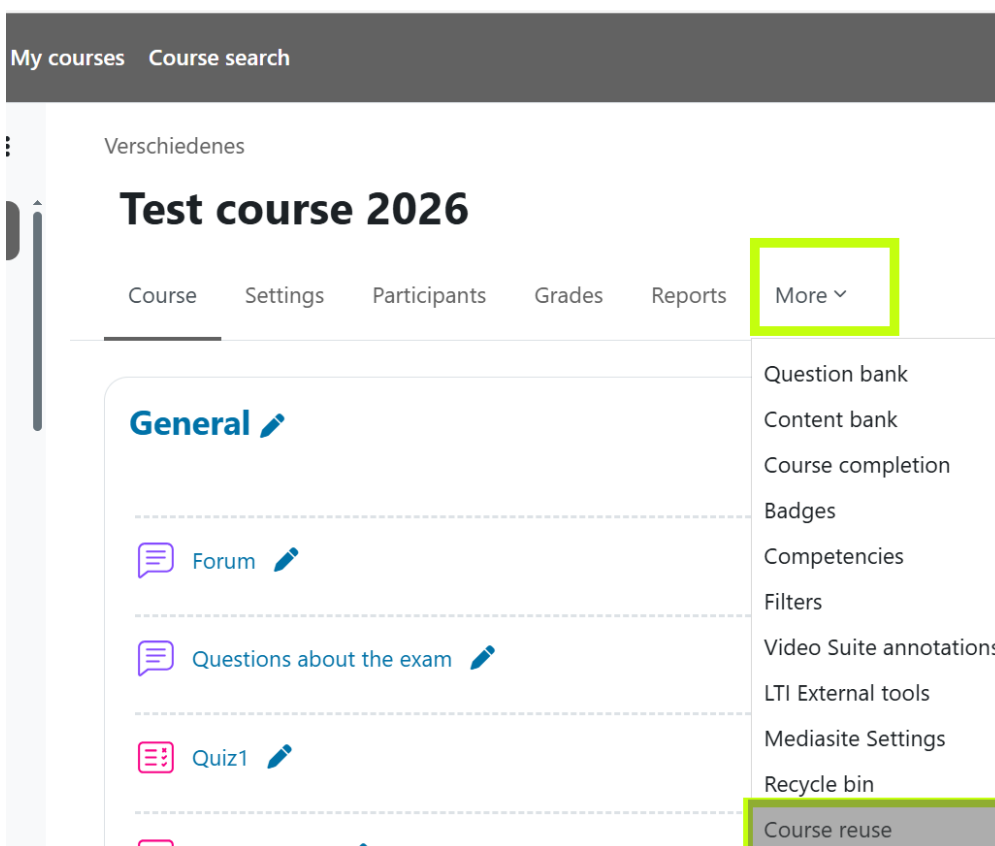
General information

Note: Each lecturer has their own course category in Moodle within their faculty under „Teaching events“. If you do not have your own course category, please contact the [Moodle support](#).

New: From the end of the summer semester 2025 onwards, you will have so-called „**manager rights**“ in your own course area and can therefore manage your courses for the coming semesters yourself, including independently copying an old course.

Procedure for course duplication / copying

1. Open the course you want to copy.
2. In the course, click on the More tab in the top menu and select Course reuse from the dropdown menu.



The screenshot shows the Moodle course interface for "Test course 2026". The top navigation bar includes "My courses" and "Course search". Below the course title, there are tabs for "Course", "Settings", "Participants", "Grades", "Reports", and "More". The "More" tab is highlighted with a red box. A dropdown menu is open from the "More" tab, listing various options: "Question bank", "Content bank", "Course completion", "Badges", "Competencies", "Filters", "Video Suite annotations", "LTI External tools", "Mediasite Settings", "Recycle bin", and "Course reuse". The "Course reuse" option is highlighted with a red box.

3. On the page that opens, select the option Copy course.

New test 2026

Course Settings Participants Grades Reports More ▾

Course reuse

- Import
- Backup
- Restore
- Copy course**
- Reset

4. As before when applying for courses, enter the full course name and the short course name. Then search for your last name in the search field under Course category and select the appropriate semester.

5. Under Course start date, enter the start date of the new semester.

6. Finally, click on Copy and view.

New test 2026

Course Settings Participants Grades Reports More ▾

Copy course ▾

Create a copy of this course in any course category.

Course full name

Course short name

Course category

Course visibility

Course start date

Course end date Enable

Course ID number

Include user data

8. On the following page, you will see the status of the course copying.

New test 2026

Course Settings Participants Grades Reports More ▾

Copy course ▾

Course copies in progress ?

Source	Destination	Time	Current operation	Status
New test 20206	New test copy 26	Monday, 9 February 2026, 8:41 PM	Backup	Process pending

9. As soon as the copying is complete, a checkmark will appear and you can open the copied new destination course via the link under Destination.

New test 2026

Course Settings Participants Grades Reports More ▾

Copy course ▾

Course copies in progress ?

Source	Destination	Time	Current operation	Status
New test 20206	New test copy 26	Monday, 9 February 2026, 8:56 PM	Complete	✓

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