

# One Way to Bring Etudes Discussions over to Moodle

This process involves copying and pasting your Etudes Discussion topics to Moodle Forums and assumes that you've had an introduction to Moodle so that you understand the different kinds of forums you can create.

**Step 1:** In your Etudes site, go to **Discussion and Private Messages**.

**Step 2:** Determine which **Topics** you want to be added to your Moodle course.

**Step 3:** Navigate to the first **Topic** that you want to copy and click on it so that you can see the initial post for that topic which should be **your post**.

You last visited on: 03/01/2010 09:31:22 AM  
The date and time now is: 03/01/2010 09:36:02 AM  
**Discussion List**

**Discussion**

**Other**

- Class Questions**  
Post questions about the course here. Contribut
- Student Lounge**  
Use this forum for topics of your choice amongs

**Main**

- Unit 1: Is Online Learning for Me?** ← 1. Click on the forum.

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Topic	Posts	Author
<input checked="" type="checkbox"/> <b>Vignette - Please Reply</b> ← 2. Click on the topic.	16	Sarah Phinney

Delete Move Lock

**Step 4:** Highlight all the text in your post and copy it (Ctrl +C).

**Message**

Subject: Vignette - Please Reply

Thomas Dean is an online instructor who feels that he fits the profile an online "learner." He has taken online courses and he likes teaching online for the same reasons:

- I could never teach in person since my college is a four hour drive to the campus
- Teaching is a part-time job for me
- My full-time job is that of a stay-at-home father, and I like the flexibility online classes give me so I can be there for my child and help out at my child's school on a flexible basis
- I have elderly parents, and if I need to visit them out of state I can take my classroom with me via my laptop
- The time and gas saving is considerable compared to having to drive 30-40 minutes on freeways, like I have done in recent years.

**Questions:** Why are you taking an online class? Are you a good fit for the online learning environment? Please explain how your profile or situation make you a good or bad candidate for online classes.

Click on Post Reply to contribute your response.

profile pm www

**Step 5:** Open a new Word document and paste your text (Ctrl + V).

**Step 6:** Save your document.

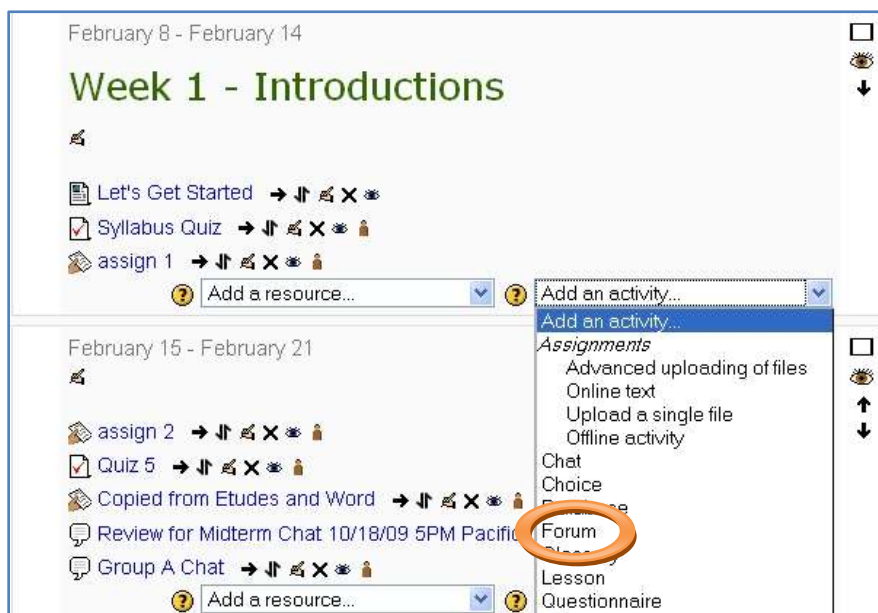
**Step 7:** Repeat steps 1 – 6 until you've saved all of the discussion threads you want.

**Step 8:** Determine which discussion you want to add to your Moodle site first.

**Step 9:** Open the Word file you saved previously for this first forum discussion.

**Step 10:** Highlight everything in the Word document and copy it (Ctrl + C).

**Step 11:** Back on your Moodle site, make sure editing is turned on, and navigate to the section where you want to place this discussion, and click the down arrow next to **Add an activity...** and click **Forum**.



**Step 12:** Give your new Forum a Name.

**General**

Forum name\*

Forum type

Forum introduction\*

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Path:

Force everyone to be subscribed?

Read tracking for this forum?

Maximum attachment size

**Grade**

Aggregate type

Grade

**Step 13:** Determine what type of Forum you want and select it from the drop-down menu. If you need a review on how each forum type works, you can refer to this document ([http://docs.moodle.org/en/Forum\\_module#Selecting\\_forum\\_type](http://docs.moodle.org/en/Forum_module#Selecting_forum_type))

**Step 14:** Choose all the appropriate options for your forum and click the **Save and return to course button**.

**Step 15:** Repeat steps 8-14 until you've copied over all the discussions you want.