



How can I create courses in bulk on my Moodle?

Instead of adding courses one at a time, as an admin you can create courses in a file offline and upload them from Site administration / Courses / Upload courses

To do this we first need to create the courses offline. We can either use a spreadsheet program such as MS Excel or LibreOfficeCalc or a simple text file, fill in the details and then save it as a csv file.

We need: shortname, fullname and category. These are required fields and must all be written in lower case. There are other optional fields such as course format, enrolment method, course start and end date. For more information see the documentation

Here we have entered the shortname and fullname of our course. For the category we have to use the ID number of an existing category. Clicking on a category on the Manage courses and categories screen we see the number in the browser.

The completed file is saved as a .csv file and uploaded from Site administration / Courses / Upload courses.

Once the file is added - making sure the delimiter is the right one for your language- we are using commas - it can be previewed. Note that we can use an existing course as a template and also set default course values. When we press Upload courses, our courses have been made.

To summarise:

New courses may be created in bulk with a text (csv) file uploaded from Site administration/Courses/Upload courses