

How to move content from an old Moodle course to the new Moodle site

Note: You may use this method to restore a course from a different Moodle site. When you are reusing course content from the same Moodle site, you should use the [“import”](#) method.

[Step 1: Locating the old course you want the content to be copied from](#)

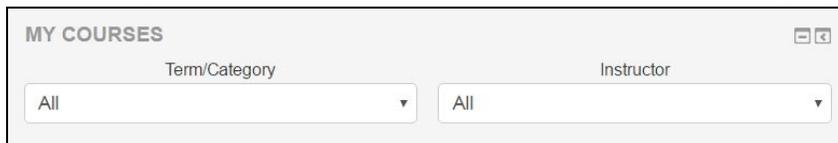
[Step 2: Backup the old course content](#)

[Step 3: Restore the old course into a new course on the new Moodle site](#)

Process:

Step 1: Locating the course you want to move the content from

1. Go to archivemoodle.wou.edu and login with your Moodle/Portal username and password
2. Search for a course
 - a. Use the “My courses” section to select a desired “Term/Category”



- b. Use the “Search courses” function located in the “Dashboard tasks” block



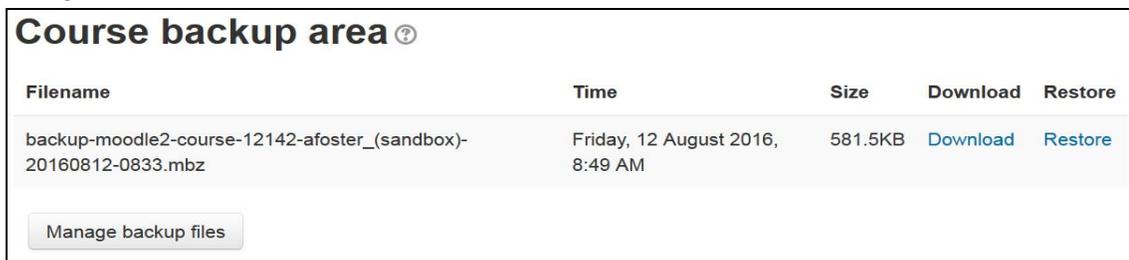
Step 2: Backup the old Moodle course content

1. Open the Moodle
2. Navigate to the “Administration” block and select “Backup” 
3. Review the backup settings and deselect components to exclude from the backup
 - Important note: Deselect “Include enrolled users” if the class is being taught as a new course
4. You have two options moving forward with the backup process
 - a. Option 1: Select “Jump to final step” to finish the backup process
 - i. Upon completion select continue
 - ii. Jump to step 12

- b. Option 2: Select “Next” to modify what content you want to keep or exclude
5. After selecting “Next,” the “Schema settings” page will display
 - a. Customize course components by deselecting components to exclude
 - b. Select the “Next” button at the bottom of the page
6. The “Confirmation and review” page will display
 - a. In the “Filename” section enter a title for for the backup file
 - i. **Important Note:** The .mbz file type must be retained after the file name or else the system will restart you from the beginning of the process.
 - b. Under “Backup settings” determine that all preferred components are selected
 - *Want to go back and change your selections?* Select the “Previous” button at the bottom of the page.
7. Select “Perform backup” at the bottom of the page
8. Select Continue after “The backup file was successfully created.” status displays



9. Navigate to the “Course backup area” and select the “Download” to create a backup file



10. The course backup file should be located in your computer’s “Downloads” folder



11. After you have completed backing up the archived course you will need to follow [Step 3: How to restore an archived course into a new version of Moodle.](#)

Step 3: Restore an old course into a new course on Moodle

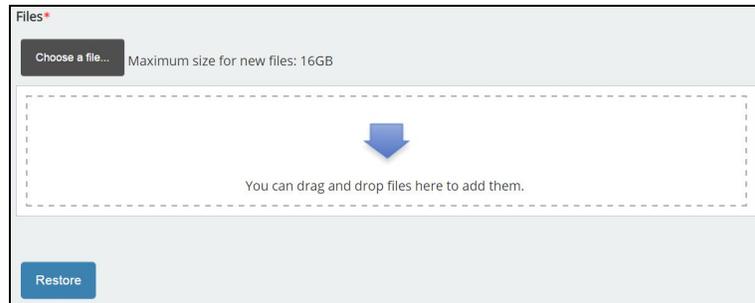
1. Go to moodle.wou.edu and sign in with your Moodle/PORTAL username and password
2. Open the new empty Moodle course

3. Navigate to the “Administration” block and select the “Restore” option



4. There are two options for restoring courses on the “Import a backup file” page

- a. Option 1: Drag and drop a backup file into the “Files” section and select “Restore”
- b. Option 2: Use the “Choose a file...” button to find the backup file and select “Restore”

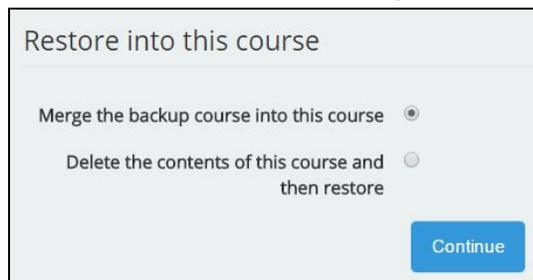


5. After reviewing the backup details for accuracy select “Continue”



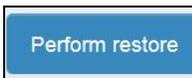
6. On the “Destination” page go to the “Restore into this course” section

- Select the option that best fits your needs then select “Continue”

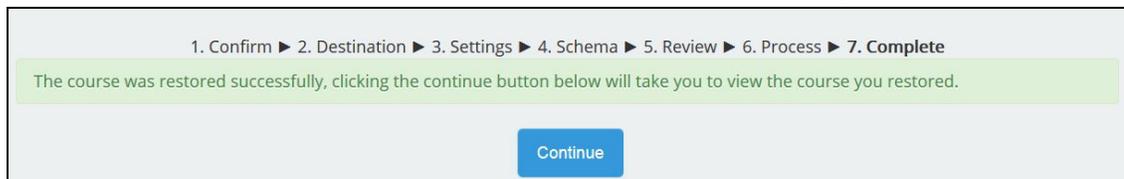


7. On the “Settings” page modify what content you want to keep or exclude

8. To begin the restore process select “Perform restore”



9. Select “Continue” after the successful restore status message displays



10. The restored course will now display