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## [Faculty Only] Monday Moodle Tips: Moving Content from Old Moodle

1 message

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To: faculty@wou.edu

### Moving Content from Old Moodle

Do you have old course materials stored in our archive site at [oldmoodle.wou.edu](http://oldmoodle.wou.edu)? If you plan to teach with them in the future but haven't moved them into our current Moodle site yet, here's how to do it.

Please don't hesitate to let us know if you have any questions about this process:

#### Make a backup file:

1. Login to [oldmoodle.wou.edu](http://oldmoodle.wou.edu) (sometimes you have to login twice, just enter your information a second time)
2. Click on your course title in the left sidebar
3. Click on "Backup" in the Administration block of your course sidebar to make a backup file of your course and follow the on-screen prompts

#### Download the backup file:

1. Click on "Files" in the Administration block of your course sidebar
2. Download the backup file you just made by clicking on it

#### Restore as a new course:

1. Login to WOU Online (new Moodle) at [online.wou.edu](http://online.wou.edu)
2. Create a new course OR go into an existing course
3. Click "Restore" in the Settings block in your course sidebar
4. Upload your backup file by clicking "choose a file", browsing for your file, and clicking the Restore button when you're done.
5. Choose a restore method (new course, merging into an existing course, etc) and follow the onscreen prompts until complete.

*Notes: Due to some compatibility issues, you may not be able to import all data from your older courses. If you have any problems moving items over, please contact [moodle@wou.edu](mailto:moodle@wou.edu) and we'll be happy to take a look. Courses that are already in our current Moodle site at [online.wou.edu](http://online.wou.edu) will not be deleted.*

### Moodle Support Team

[moodle@wou.edu](mailto:moodle@wou.edu)

503-838-9300

As Moodle's popularity has grown, so has the need for additional support. Students, staff, and faculty can now contact the Moodle Support Team via email at [moodle@wou.edu](mailto:moodle@wou.edu) or by calling us on our new dedicated help line (503-838-9300). The appropriate person will be happy to assist you with your questions, problems, or training requests.

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Faculty mailing list

[Faculty@kraven.wou.edu](mailto:Faculty@kraven.wou.edu)

<http://kraven.wou.edu/mailman/listinfo/faculty>