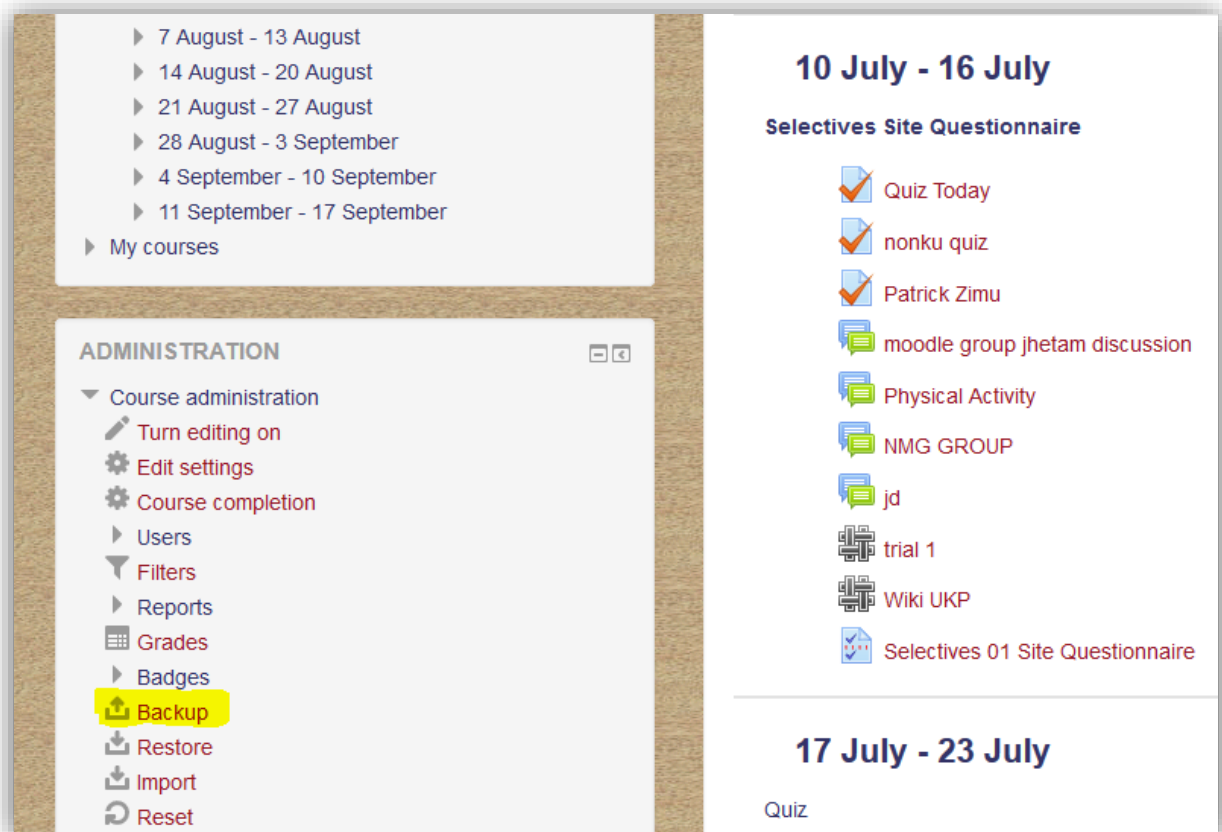


# HOWTO: Backup and Restore your Moodle course material for the new semester

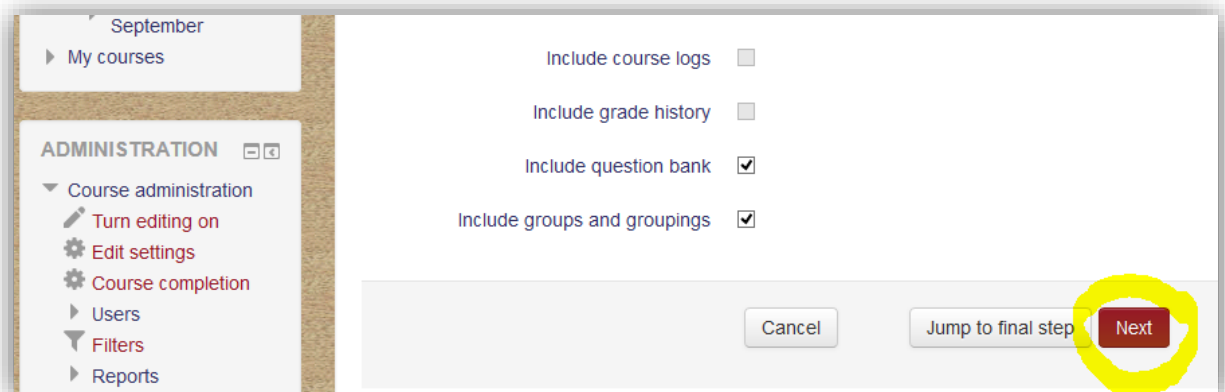
Please Note: Before you can backup and restore your course **you will need to be a Teacher in both courses**. Please refer to: [HOWTO become a Teacher in OFFICIAL UKZN courses](#)

## Backup

1. Enter the course you want to backup. Scroll down to the **Administration** block in the left sidebar and click on **Backup**.



2. On the **Backup settings** page, scroll down and click on the **Next** button.



## Backup and Restore your Moodle course

3. Deselect the Activities and Resources you *don't want* to backup by unchecking the relevant check box, then scroll down and click on the **Next** button.

*(Note: it is a good idea to uncheck the 'News forum' to avoid duplicates on restore – as all courses already contain a News forum).*

**Include:**

---

Select **All / None (Show type options)**

<b>General</b>	<input checked="" type="checkbox"/>	<b>User data</b>	<input checked="" type="checkbox"/>
News forum	<input type="checkbox"/>	-	<input checked="" type="checkbox"/>
Bunch chats	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
Final year clinic	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
Wiki jayshree	<input type="checkbox"/>	-	<input checked="" type="checkbox"/>
task 1	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
SLP wiki group	<input type="checkbox"/>	-	<input checked="" type="checkbox"/>

---

**10 July - 16 July**

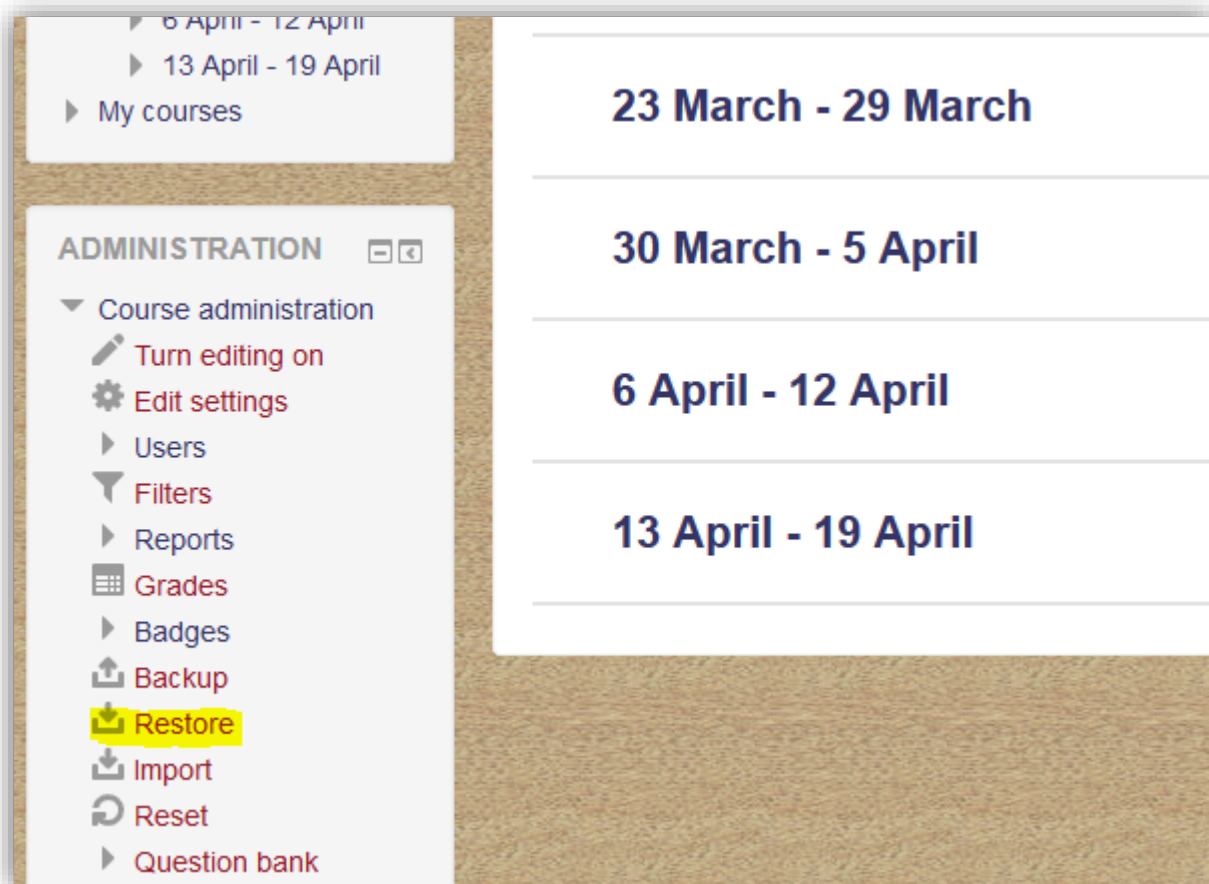
**User data**

4. Confirm that you have selected all desired Activities and Resources, then click on the **Perform backup** button.
5. After the backup file has been successfully created click on the **Continue** button.

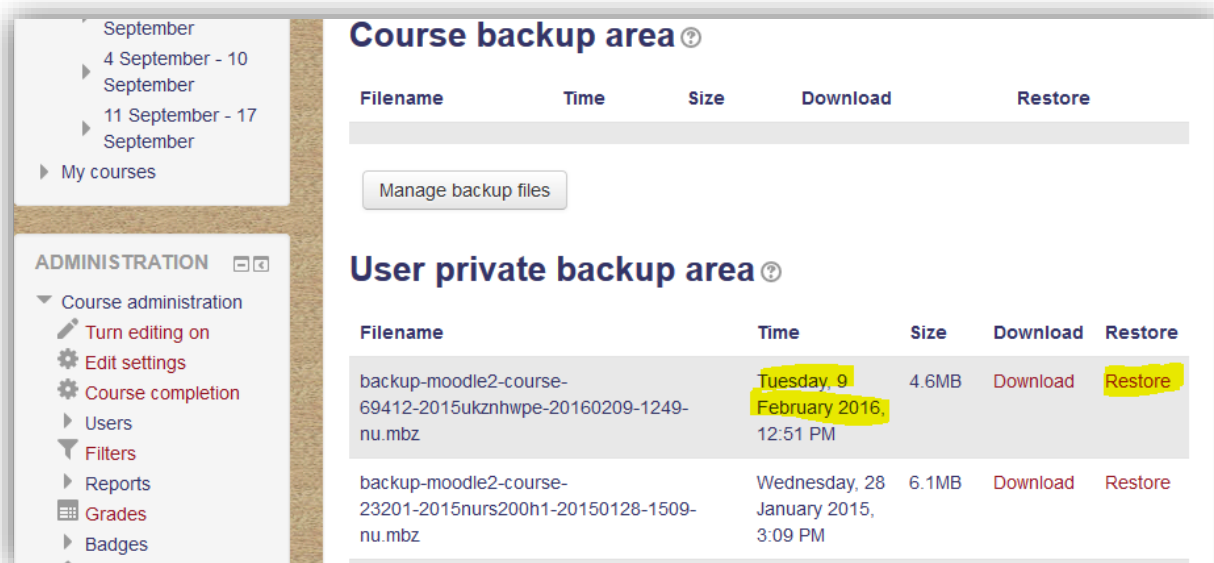
## Backup and Restore your Moodle course

### Restore

6. Go to your new course and click on **Restore** in the **Administration** block



7. On the **Import a backup file** page, scroll down to the **Course backup/User private backup** area. Identify the correct backup file and click on **Restore**.



## Backup and Restore your Moodle course

---

8. (1. *Confirm*) On the **Backup details** page, scroll down and click **Continue**.
9. (2. *Destination*) Be very careful to select the correct backup destination: Scroll down to the **Restore into this course** section and select **Merge the backup into this course**. Then click on the **Continue** button.

There are too many results, enter a more specific search.

### Restore into this course

Merge the backup course into this course

Delete the contents of this course and then restore

10. (3. *Settings*) Scroll down and click on the **Next** button.
11. (4. *Schema*) Scroll down click on the **Next** button.
12. (5. *Review*) Scroll down and click on the **Perform restore** button.
13. After successful restore click on the **Continue** button to access your new restored course!