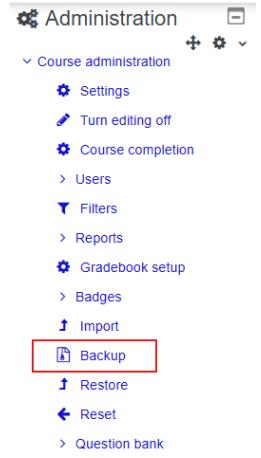
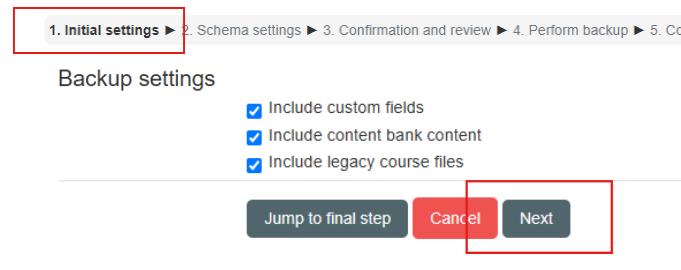


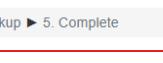
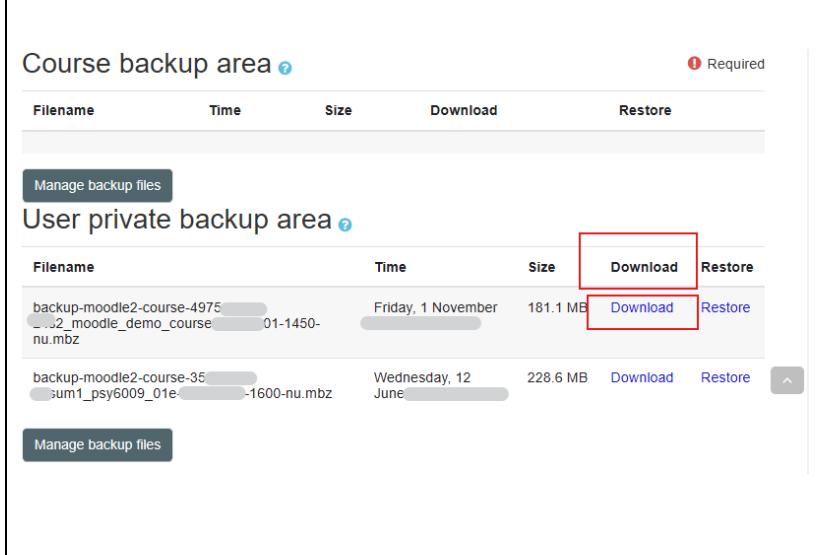
Course Content Copy to The New Moodle Site

(User Guide for Staff: Course Backup from Moodle Version 4.0 and Restore to Moodle Version 4.1)

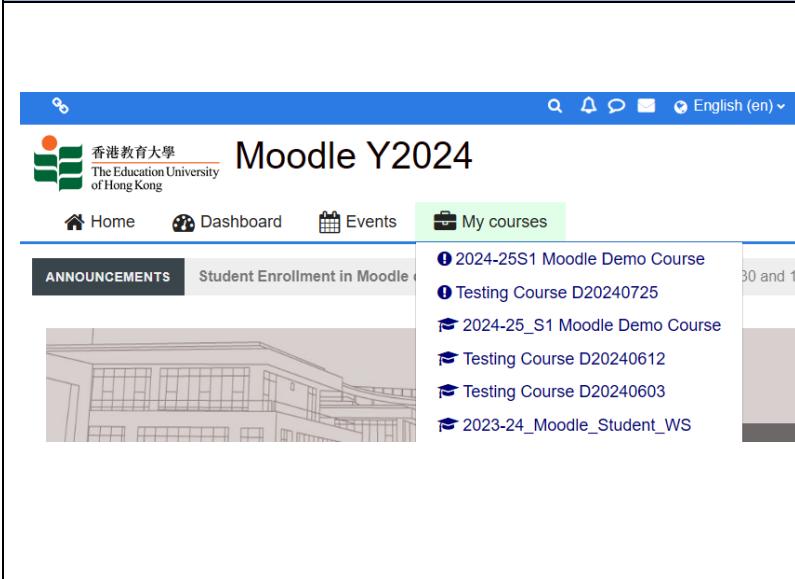
A new version of Moodle 4.1 has been released. There are two parts during the migration process – ‘[backup](#)’ and ‘[restore](#)’, are crucial to ensure that your course materials and activities, such as assignments and quizzes, are transferred smoothly to the new Moodle site. The following user guide helps you to understand step by step to backup course content from the old Moodle version 4.0 and restore it to the new Moodle version 4.1.

Please note that certain tools or plugin links from Moodle 4.0 may not be transferable to the new Moodle course. Therefore, it is recommended to verify the compatibility of your course content in **steps 4 and 6**.

<h2>PART I: Course Backup in Moodle Version 4.0</h2>	
	<ol style="list-style-type: none"> 1. Log in to Moodle version 4.0 website (https://moodley2023.eduhk.hk).
	<ol style="list-style-type: none"> 2. Navigate for a course that you want to copy course content from. 3. In your course page, click ‘Backup’ button in ‘Administration’ block. <p>Tips: Scroll down your course page to find the ‘Administration’ block on the left side.</p>
	<ol style="list-style-type: none"> 4. Select recommended items below: <ul style="list-style-type: none"> ✓ Include activities and resources ✓ Include files ✓ Include question bank 5. Click ‘Next’ button.

 <p>1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete</p> <p>Include:</p> <p>Select All / None (Show type options)</p> <p>General User data</p> <p><input checked="" type="checkbox"/> Course Announcements </p> <p><input type="checkbox"/> User data </p>	<p>6. All items are checked by default, and you may uncheck the items that will not be needed in that course.</p> <p>**DO NOT** select below course activities which are NOT supported for copying from Moodle version 3.9 to 4.0:</p> <ul style="list-style-type: none"> Course Announcements  HotPot  Journal  Turnitin  Any LTI external tool  e.g.: <ul style="list-style-type: none"> Panopto  SCORM  H5P  Zoom  																														
 <p>Previous Cancel Next</p> <p>Previous Cancel Perform backup</p>	<p>7. Scroll down to the end of the page, click 'Next' button > click 'Perform backup' button to start course backup.</p>																														
 <p>1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete</p> <p>The backup file was successfully created. </p> <p>Continue</p>	<p>8. Below the course backup successful message, click 'Continue' button.</p>																														
 <p>Course backup area </p> <p>Required</p> <table border="1"> <thead> <tr> <th>Filename</th> <th>Time</th> <th>Size</th> <th>Download</th> <th>Restore</th> </tr> </thead> <tbody> <tr> <td>Manage backup files</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>User private backup area </p> <table border="1"> <thead> <tr> <th>Filename</th> <th>Time</th> <th>Size</th> <th>Download</th> <th>Restore</th> </tr> </thead> <tbody> <tr> <td>backup-moodle2-course-4975-12_moodle_demo_course-01-1450-nu.mbz</td> <td>Friday, 1 November 2019</td> <td>181.1 MB</td> <td> Download </td> <td>Restore</td> </tr> <tr> <td>backup-moodle2-course-35-sum1_psy6009_01e-1600-nu.mbz</td> <td>Wednesday, 12 June 2019</td> <td>228.6 MB</td> <td>Download  </td> <td>Restore</td> </tr> <tr> <td>Manage backup files</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Filename	Time	Size	Download	Restore	Manage backup files					Filename	Time	Size	Download	Restore	backup-moodle2-course-4975-12_moodle_demo_course-01-1450-nu.mbz	Friday, 1 November 2019	181.1 MB	 Download 	Restore	backup-moodle2-course-35-sum1_psy6009_01e-1600-nu.mbz	Wednesday, 12 June 2019	228.6 MB	Download  	Restore	Manage backup files					<p>9. Under 'User private backup area' section, click 'Download' the last backup file.</p> <p>Tips:</p> <ul style="list-style-type: none"> • Check the backup file time to ensure you downloaded the correct backup file. • Open the 'Download' tab with keyboard 'Ctrl + J', to check the file download completed or not. • You can find the backup file in the default location 'Download' folder on your computer.
Filename	Time	Size	Download	Restore																											
Manage backup files																															
Filename	Time	Size	Download	Restore																											
backup-moodle2-course-4975-12_moodle_demo_course-01-1450-nu.mbz	Friday, 1 November 2019	181.1 MB	 Download 	Restore																											
backup-moodle2-course-35-sum1_psy6009_01e-1600-nu.mbz	Wednesday, 12 June 2019	228.6 MB	Download  	Restore																											
Manage backup files																															

PART II: Course Restore in New Moodle Version 4.1

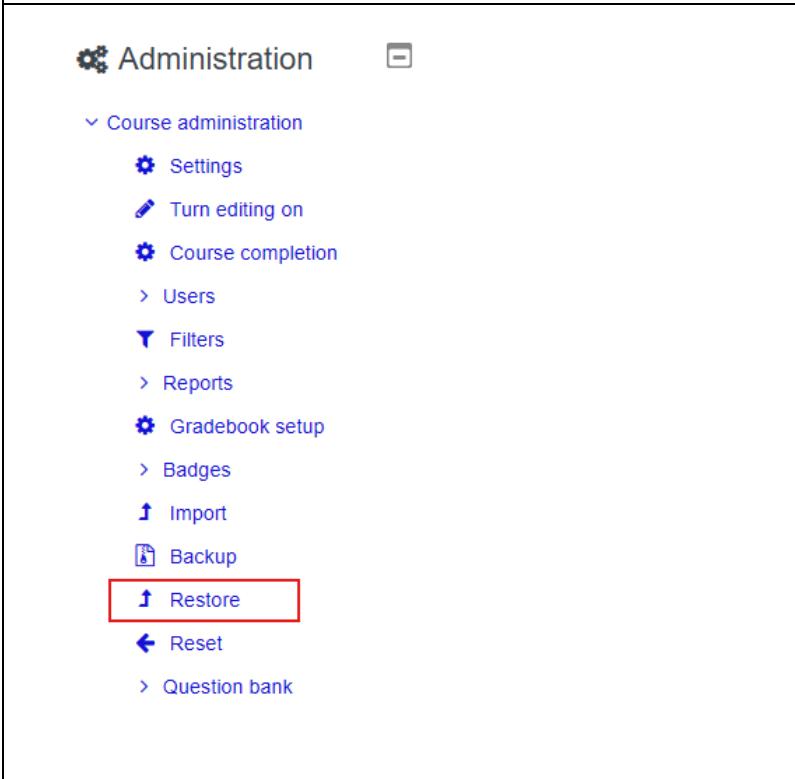


The screenshot shows the Moodle Y2024 homepage. At the top, there is a blue header bar with the university logo, a search icon, a notifications icon, a messages icon, and a language selection 'English (en)'. Below the header, the page title 'Moodle Y2024' is displayed. The main content area includes a 'My courses' block on the right side, a 'ANNOUNCEMENTS' block, and a large image of a modern building. The 'My courses' block lists several courses:

- 2024-25S1 Moodle Demo Course
- Testing Course D20240725
- 2024-25_S1 Moodle Demo Course
- Testing Course D20240612
- Testing Course D20240603
- 2023-24_Moodle_Student_WS

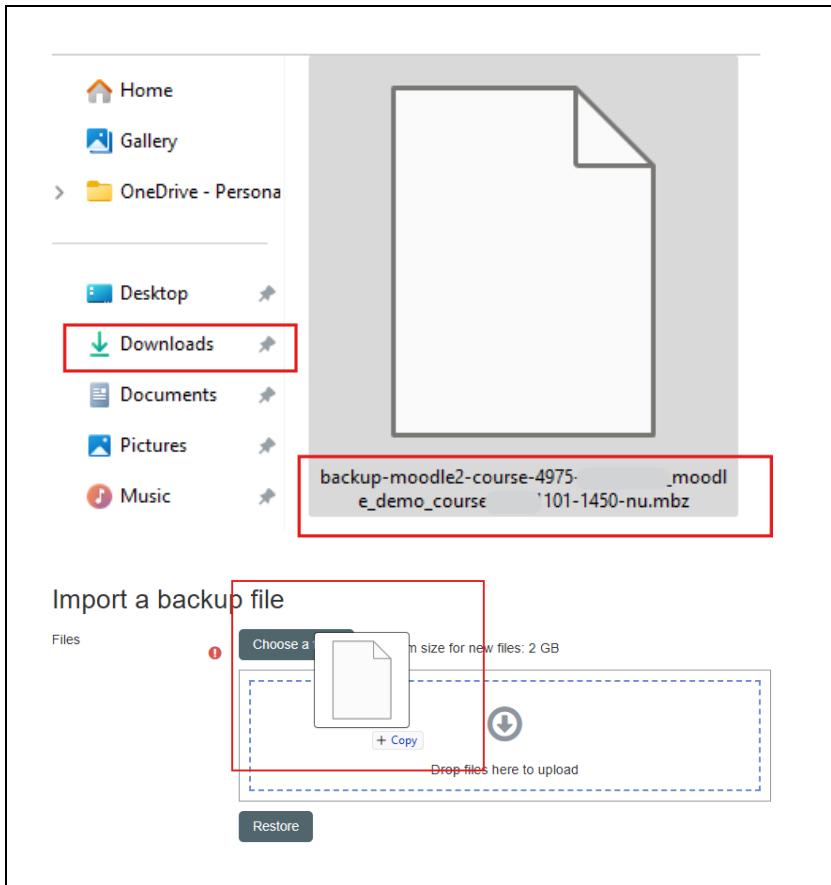
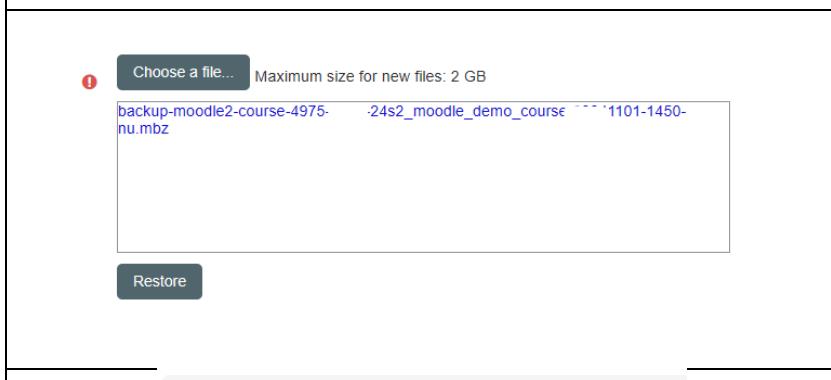
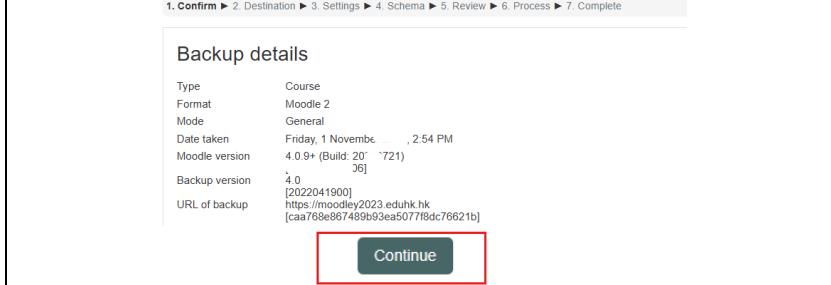
10. Log in to **Moodle version 4.1** website (<https://moodley2024.eduhk.hk>) and

11. Navigate for a course you want to restore the course content.

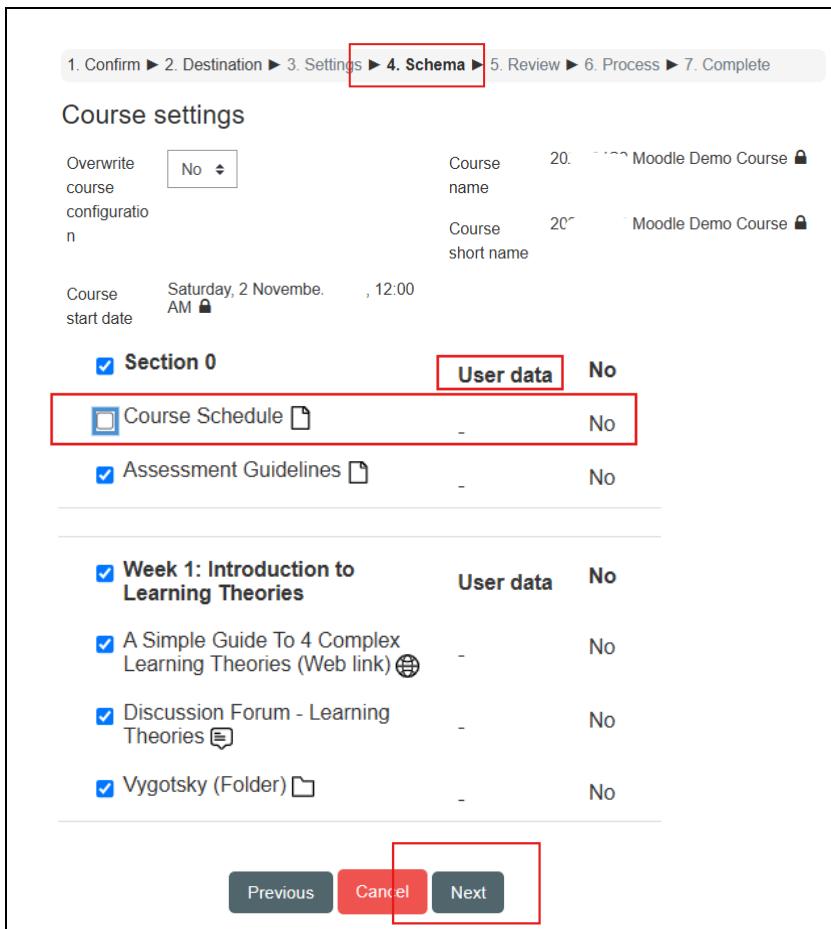
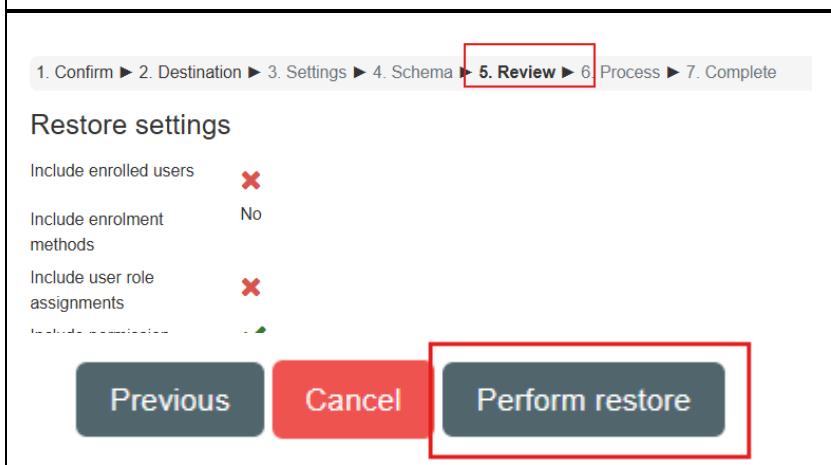
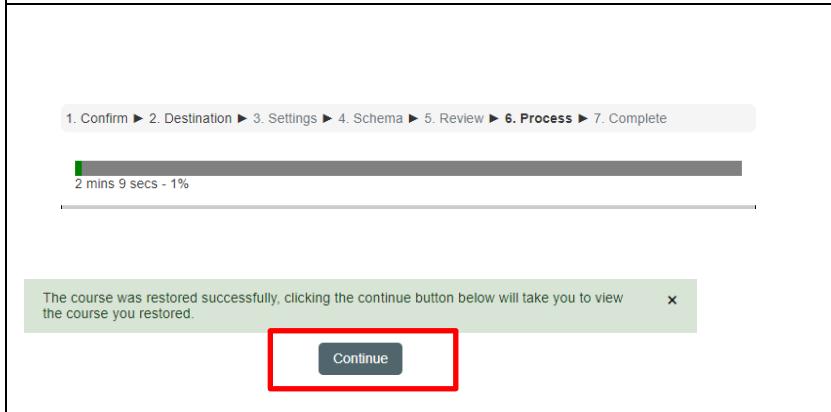


The screenshot shows the 'Administration' block within a course page. The 'Course administration' section is expanded, showing various sub-options: 'Settings', 'Turn editing on', 'Course completion', 'Users', 'Filters', 'Reports', 'Gradebook setup', 'Badges', 'Import', 'Backup', 'Restore' (which is highlighted with a red box), 'Reset', and 'Question bank'. The 'Import' option is the last item in the list.

12. Click 'Restore' button in your course page 'Administration' block.

	<p>13. You can find the backup file in the default location 'Download' folder on your computer.</p> <p>14. Drag-and-drop the course backup file to the upload box 'Drop files here to upload'.</p> <p>Tips: It takes a moment for restoring the course. You will see the progress and remaining time.</p> <p>Preparing to display page 95.4%</p>
	<p>15. Click 'Restore' button.</p>
	<p>16. Scroll down at the end of the page, and click 'Continue' button.</p> <p>Tips: Some 'X' items in the restore settings are normal.</p>

<p>Restore into this course</p> <p>Merge the backup course into this course <input checked="" type="radio"/></p> <p>Delete the contents of this course and then restore <input type="radio"/></p> <p>Continue</p>	<p>17. Choose a method to restore and click 'Continue' button.</p>
<p>Restore settings</p> <p>Include enrolled users <input checked="" type="checkbox"/></p> <p>Include enrolment methods <input type="checkbox"/> No</p> <p>Include user role assignments <input checked="" type="checkbox"/></p> <p>Include permission overrides <input checked="" type="checkbox"/></p> <p>Include activities and resources <input checked="" type="checkbox"/></p> <p>Include blocks <input checked="" type="checkbox"/></p> <p>Include filters <input checked="" type="checkbox"/></p> <p>Include comments <input checked="" type="checkbox"/></p> <p>Include badges <input checked="" type="checkbox"/></p> <p>Include calendar events <input checked="" type="checkbox"/></p> <p>Include user completion details <input checked="" type="checkbox"/></p> <p>Include course logs <input checked="" type="checkbox"/></p> <p>Include grade history <input checked="" type="checkbox"/></p> <p>Include groups and groupings <input checked="" type="checkbox"/></p> <p>Include competencies <input checked="" type="checkbox"/></p> <p>Include custom fields <input checked="" type="checkbox"/></p> <p>Include content bank content <input checked="" type="checkbox"/></p> <p>Include legacy course files <input checked="" type="checkbox"/></p> <p>Cancel Next</p>	<p>18. Click 'Next' button.</p>

	<p>19. In '4. Schema', it shows all the content/ activities in the course backup file, uncheck the unnecessary item.</p> <p>Tips: Ensure the Turnitin, Zoom meeting and any external tool (see step 6) are unchecked.</p> <p>20. Click 'Next' to confirm the restore.</p>
	<p>21. In '5. Review', Click 'Perform restore'.</p>
	<p>22. Restore process will take a while until you can see a result message. If the course restore is successful, you can see a message 'The course was restored successfully...'.</p> <p>23. Click 'Continue' button to return to the course page.</p>