

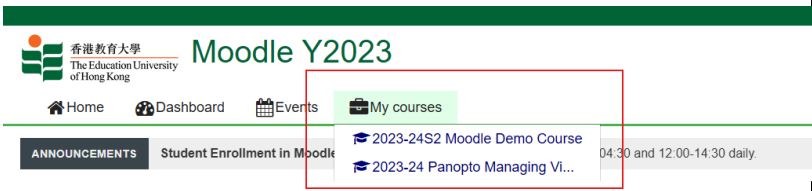
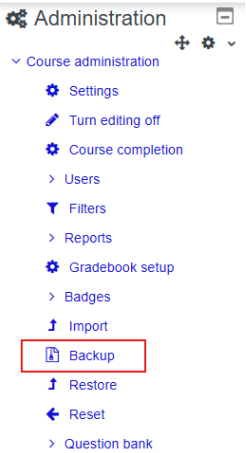
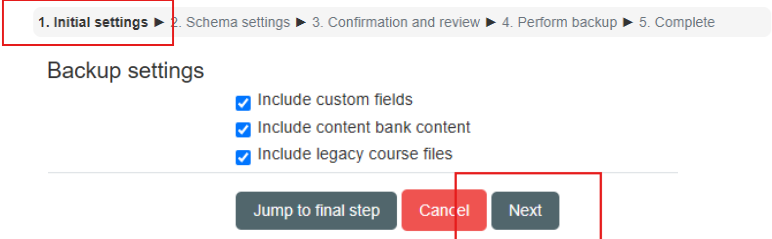
Course Content Copy to The New Moodle Site

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

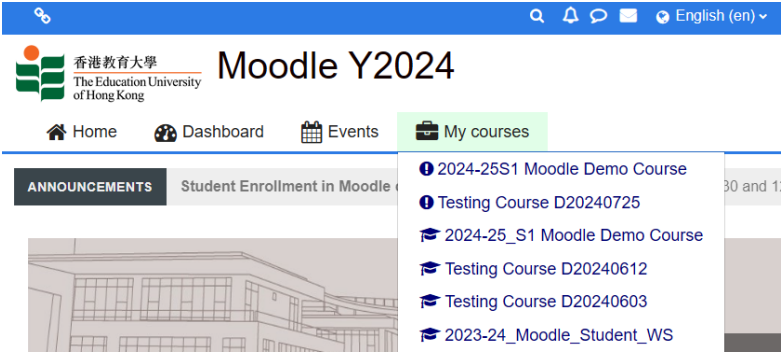
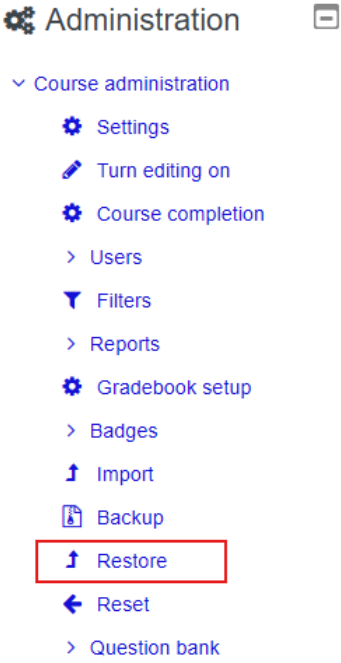
A new version of Moodle 4.1 has been released. There are two parts during the migration process – ‘[backup](#)’ and ‘[restore](#)’, are crucial to ensure that your course materials and activities, such as assignments and quizzes, are transferred smoothly to the new Moodle site. The following user guide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

PART I: Course **Backup** in Moodle Version 4.0

	<ol style="list-style-type: none"> 1. Log in to Moodle version 4.0 website (https://moodle2023.eduhk.hk). 2. Navigate for a course that you want to copy course content from.
	<ol style="list-style-type: none"> 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>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>7. Scroll down to the end of the page, click 'Next' button > click 'Perform backup' button to start course backup.</p>
	<p>8. Below the course backup successful message, click 'Continue' button.</p>
	<p>9. Under 'User private backup area' section, click 'Download' the last backup file.</p> <div style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"> <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. </div>

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 a search icon, a bell icon, a speech bubble icon, an envelope icon, and a language dropdown menu set to 'English (en)'. Below the header, the logo of The Education University of Hong Kong is on the left, and the text 'Moodle Y2024' is in the center. A navigation bar contains links for Home, Dashboard, Events, and My courses. Below this, there is an 'ANNOUNCEMENTS' section with a sub-header 'Student Enrollment in Moodle' and a list of courses: '2024-25S1 Moodle Demo Course', 'Testing Course D20240725', '2024-25_S1 Moodle Demo Course', 'Testing Course D20240612', 'Testing Course D20240603', and '2023-24_Moodle_Student_WS'. A small image of a building is also visible.	<p>10. Log in to Moodle version 4.1 website (https://moodley2024.eduhk.hk) and</p> <p>11. Navigate for a course you want to restore the course content.</p>
 The screenshot shows the 'Administration' block in Moodle. It features a gear icon and the word 'Administration'. Below it, a list of course administration options is shown: 'Settings', 'Turn editing on', 'Course completion', 'Users', 'Filters', 'Reports', 'Gradebook setup', 'Badges', 'Import', 'Backup', 'Restore', 'Reset', and 'Question bank'. The 'Restore' option is highlighted with a red rectangular box.	<p>12. Click 'Restore' button in your course page 'Administration' block.</p>

Home

Gallery

OneDrive - Persona

Desktop

Downloads

Documents

Pictures

Music

backup-moodle2-course-4975-
e_demo_course '101-1450-nu.mbz

Import a backup file

Files

Choose a file...

Maximum size for new files: 2 GB

Drop files here to upload

Restore

Choose a file...

Maximum size for new files: 2 GB

backup-moodle2-course-4975-
-24s2_moodle_demo_course '101-1450-
nu.mbz

Restore

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete

Backup details

Type

Course

Format

Moodle 2

Mode

General

Date taken

Friday, 1 Novembe, 2:54 PM

Moodle version

4.0.9+ (Build: 20' 721)

Backup version

4.0

URL of backup

[2022041900]
https://moodle2023.edu.hk
[caa768e867489b93ea50778dc76621b]

Continue

13. You can find the backup file in the default location **‘Download’ folder on your computer.**

14. Drag-and-drop the course backup file to the upload box **‘Drop files here to upload’.**

Tips: It takes a moment for restoring the course. You will see the progress and remaining time.

Preparing to display page

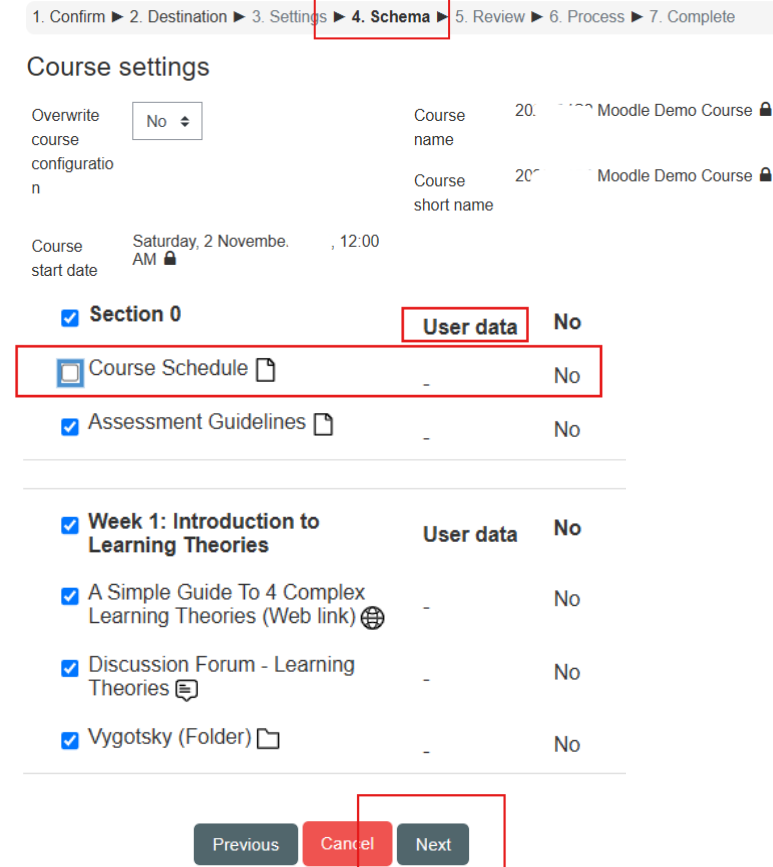
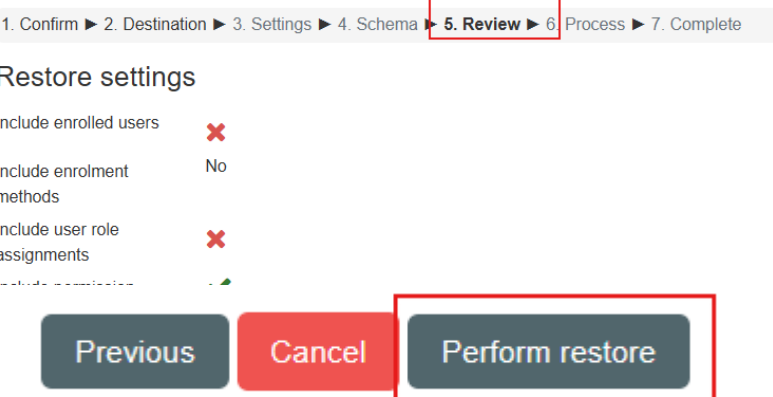
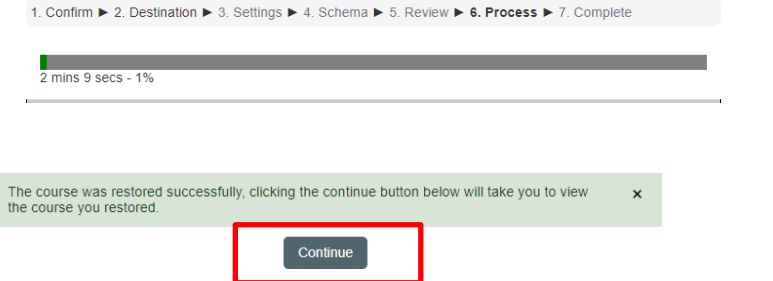
88.4%

15. Click **‘Restore’** button.

16. Scroll down at the end of the page, and click **‘Continue’** button.

Tips: Some **‘X’** items in the restore settings are normal.

<div data-bbox="228 195 609 235" data-label="Section-Header"> <h2>Restore into this course</h2> </div> <div data-bbox="228 258 443 325" data-label="Text"> <p>Merge the backup course into this course <input checked="" type="radio"/></p> </div> <div data-bbox="228 338 443 407" data-label="Text"> <p>Delete the contents of this course and then restore <input type="radio"/></p> </div> <div data-bbox="423 430 531 459" data-label="Text"> <p>Continue</p> </div>	<p>17. Choose a method to restore and click 'Continue' button.</p>
<div data-bbox="209 546 433 581" data-label="Section-Header"> <h2>Restore settings</h2> </div> <div data-bbox="209 596 386 621" data-label="Text"> <p>Include enrolled users</p> </div> <div data-bbox="446 604 475 634" data-label="Image"> </div> <div data-bbox="209 646 427 672" data-label="Text"> <p>Include enrolment methods</p> </div> <div data-bbox="459 651 526 680" data-label="Text"> <p>No</p> </div> <div data-bbox="209 699 345 749" data-label="Text"> <p>Include user role assignments</p> </div> <div data-bbox="446 707 475 737" data-label="Image"> </div> <div data-bbox="443 745 716 856" data-label="List-Group"> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Include permission overrides <input checked="" type="checkbox"/> Include activities and resources <input checked="" type="checkbox"/> Include blocks <input checked="" type="checkbox"/> Include filters </div> <div data-bbox="209 869 357 894" data-label="Text"> <p>Include comments</p> </div> <div data-bbox="446 877 475 907" data-label="Image"> </div> <div data-bbox="209 917 336 945" data-label="Text"> <p>Include badges</p> </div> <div data-bbox="446 928 475 957" data-label="Image"> </div> <div data-bbox="443 957 657 982" data-label="List-Group"> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Include calendar events </div> <div data-bbox="209 997 399 1045" data-label="Text"> <p>Include user completion details</p> </div> <div data-bbox="446 1005 475 1035" data-label="Image"> </div> <div data-bbox="209 1056 367 1081" data-label="Text"> <p>Include course logs</p> </div> <div data-bbox="446 1064 475 1094" data-label="Image"> </div> <div data-bbox="209 1104 378 1131" data-label="Text"> <p>Include grade history</p> </div> <div data-bbox="446 1113 475 1142" data-label="Image"> </div> <div data-bbox="443 1144 703 1283" data-label="List-Group"> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Include groups and groupings <input checked="" type="checkbox"/> Include competencies <input checked="" type="checkbox"/> Include custom fields <input checked="" type="checkbox"/> Include content bank content <input checked="" type="checkbox"/> Include legacy course files </div> <div data-bbox="459 1312 526 1339" data-label="Text"> <p>Cancel</p> </div> <div data-bbox="553 1312 609 1339" data-label="Text"> <p>Next</p> </div>	<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>