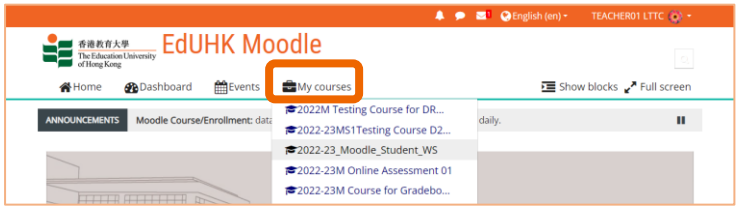
Course Content Copy to The New Moodle Site

(User Guide for Staff: Course Backup from Moodle Version 3.9 and Restore to Moodle Version 4.0)

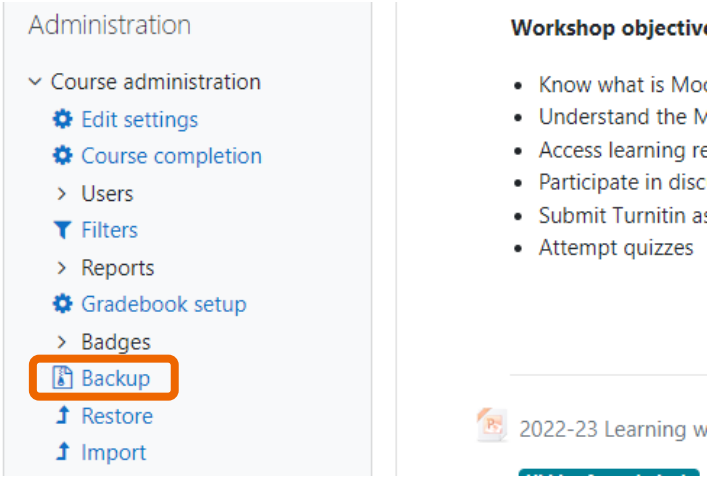
A new version of Moodle 4.0 has been released. There are two parts during the migration process – 'backup' and 'restore', are crucial to ensure that your course materials and activities, such as assignments and quizzes, are transferred smoothly to the new Moodle site. The following user guide helps you to understand step by step to backup course content from the old Moodle version 3.9 and restore it to the new Moodle version 4.0.

Please note that certain tools or plugin links from Moodle 3.9 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 3.9

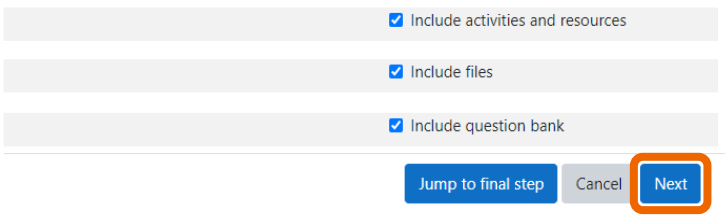


1. Log in to **Moodle version 3.9** website (**https://moodle.eduhk.hk**).
2. Navigate for a course that you want to copy course content from.

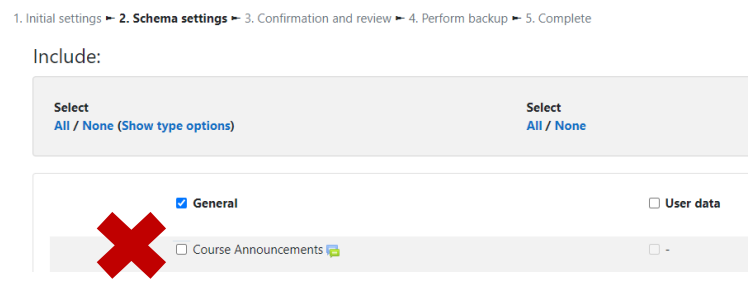


3. In your course page, click '**Backup**' button in 'Administration' block.

Tips: Scroll down your course page to find the 'Administration' block on the left side.



4. Select **recommended items below**:
   - ✓ Include **activities and resources**
   - ✓ Include **files**
   - ✓ Include **question bank**
5. Click '**Next**' button.

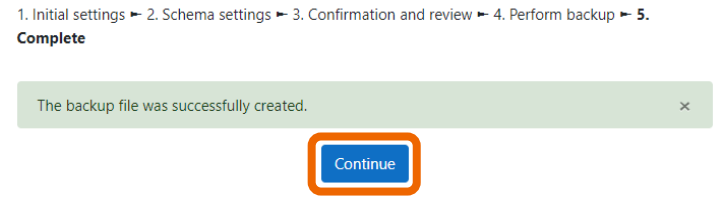


6. All items are checked by default, and you may **uncheck** the items that will not be needed in that course.

   ****DO NOT**** select below course activities which are **NOT supported for copying from Moodle version 3.9 to 4.0**:

   - ✗ **Course Announcements**
   - ✗ **HotPot**
   - ✗ **Journal**
   - ✗ **Turnitin**
   - ✗ **Any LTI external tool**, e.g.:
     - ✗ **Panopto**
     - ✗ **SCORM**
     - ✗ **H5P**
     - ✗ **Zoom**

7. Scroll down to the end of the page, click '**Next**' button > click '**Perform backup**' button to start course backup.



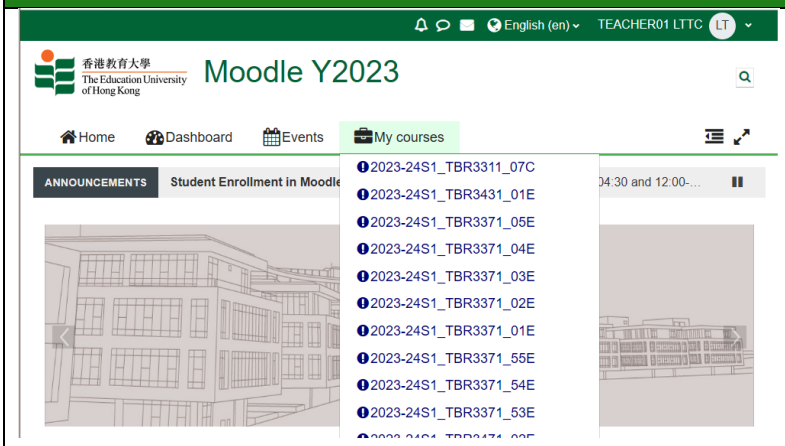
8. Below the course backup successful message, click '**Continue**' button.

9. Under '**User private backup area**' section, click '**Download**' the last backup file.

Tips:

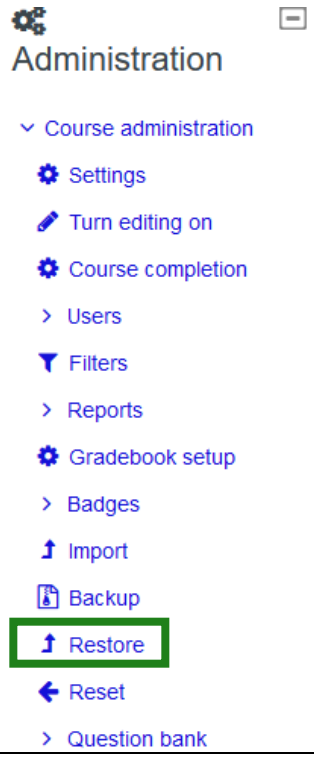
- Check the backup file time to ensure you downloaded the correct backup file.
- Open the '**Download**' tab with keyboard '**Ctrl + J**', to check the file download completed or not.
- You can find the backup file in the default location '**Download**' folder on your computer.

PART II: Course Restore in New Moodle Version 4.0

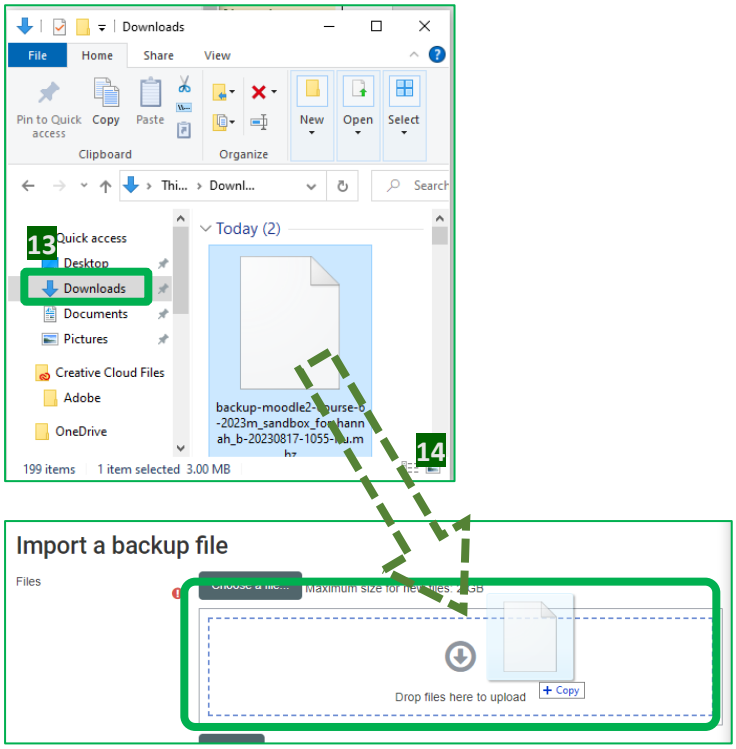


10. Log in to **Moodle version 4.0** website (**https://moodley2023.eduhk.hk**) and

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



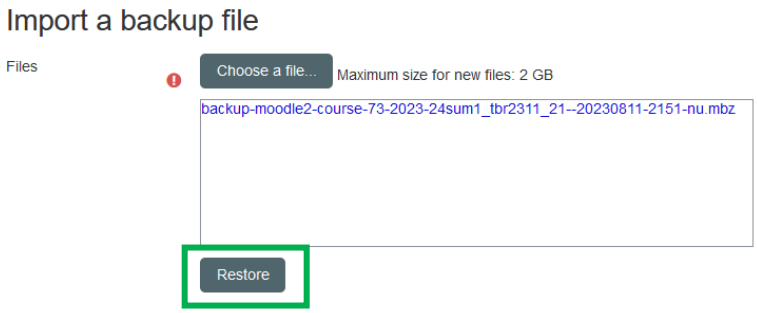
12. Click '**Restore**' button in your course page 'Administration' block.



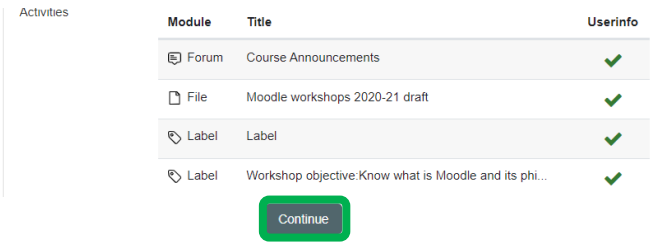
13. You can find the backup file in the default location **'Download' folder on your computer**.

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.

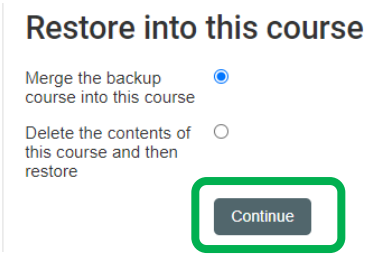


15. Click '**Restore**' button.

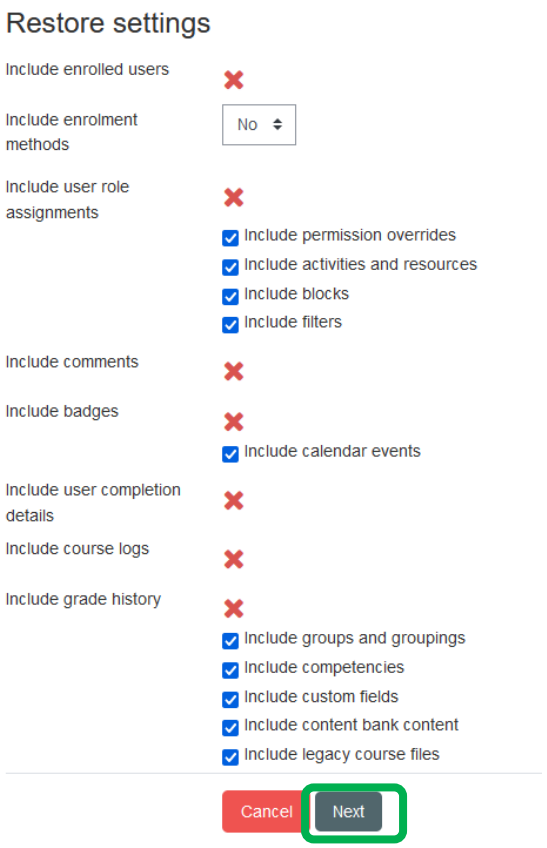


16. Scroll down at the end of the page, and click '**Continue**' button.

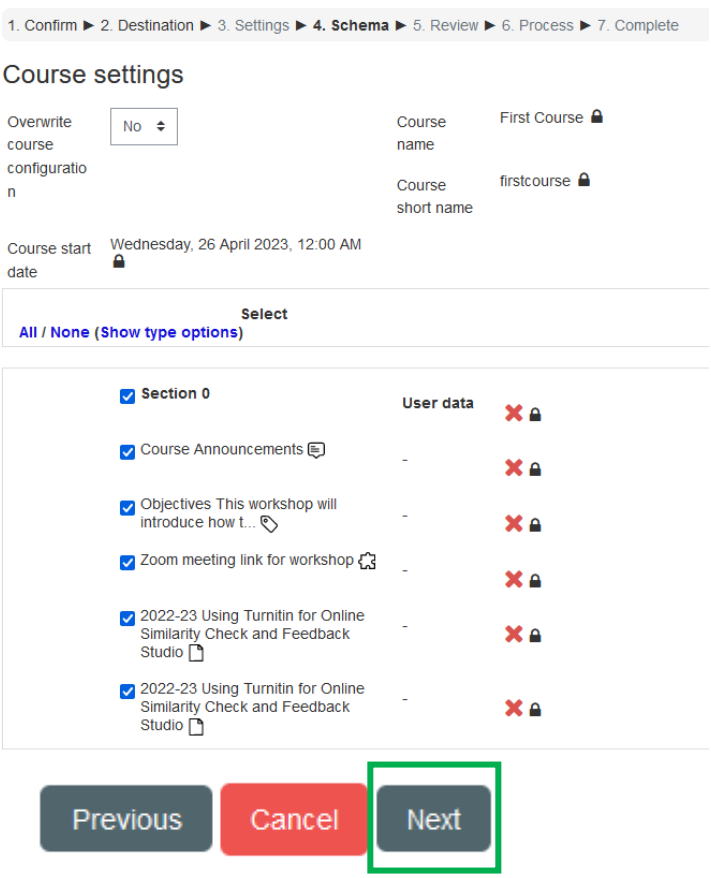
Tips: Some 'X' items in the restore settings are normal.



17. Choose a method to restore and click '**Continue**' button.



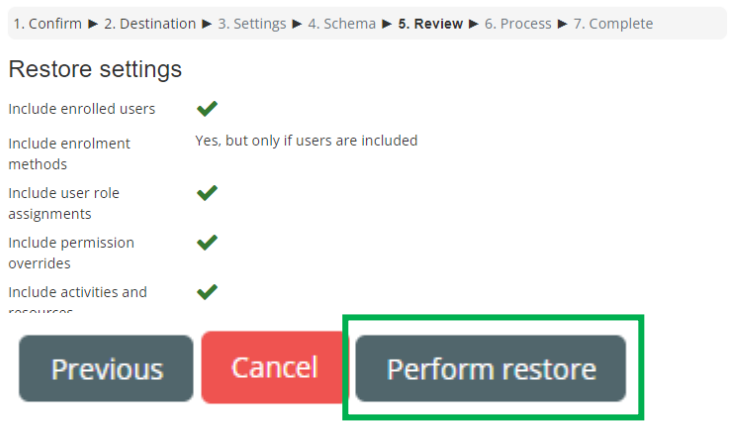
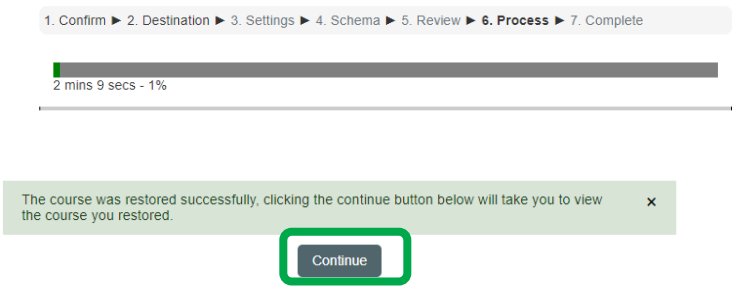
18. Click '**Next**' button.



19. In '**4. Schema**', it shows all the content/ activities in the course backup file, uncheck the unnecessary item.

Tips: Ensure the Turnitin, Zoom meeting and any external tool (see step 6) are unchecked.

20. Click '**Next**' to confirm the restore.

	21. In '**5. Review**', Click '**Perform restore**'.
	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…'. 23. Click '**Continue**' button to return to the course page.