

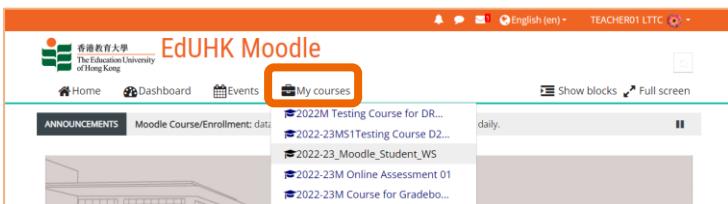
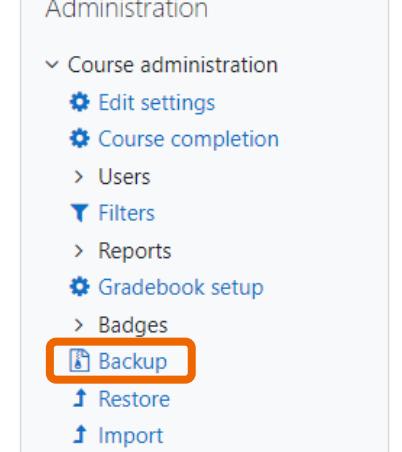
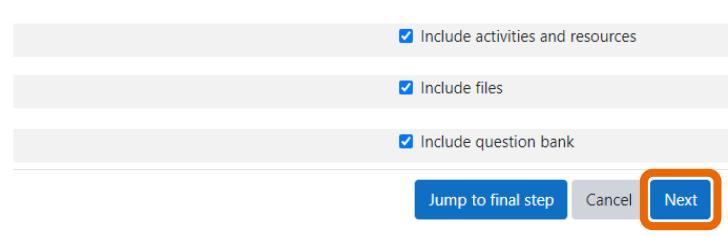
Course Content Copy to The New Moodle Site

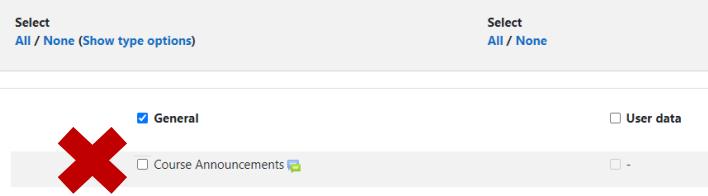
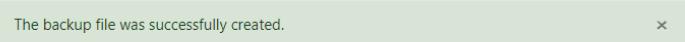
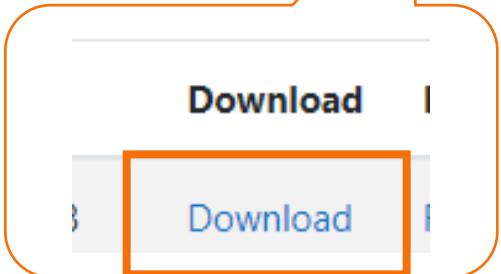
(User Guide for Staff: Course Backup from Moodle Version 3.9 and Restore to Moodle Version 4.0)

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.

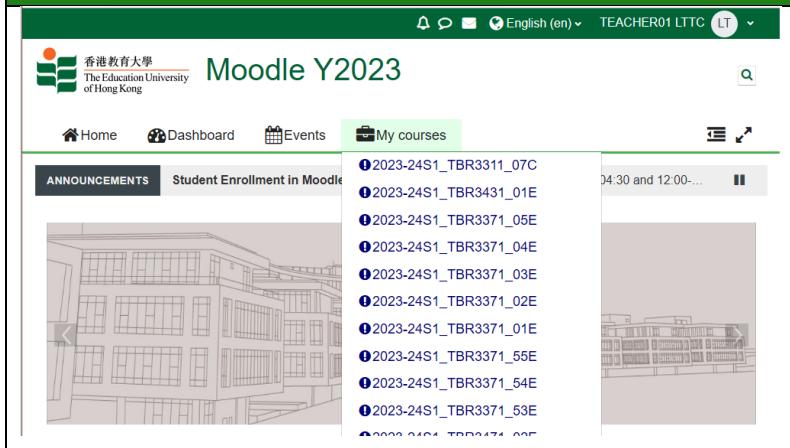
Please note that certain tools or plugin links from Moodle 3.9 may not be transferable to the new Moodle course. Therefore, it is recommended to verify the compatibility of your course content in [steps 4 and 6](#).

PART I: Course Backup in Moodle Version 3.9

	<ol style="list-style-type: none"> Log in to Moodle version 3.9 website (https://moodle.eduhk.hk). Navigate for a course that you want to copy course content from.
	<p>Workshop objectives</p> <ul style="list-style-type: none"> Know what is Moodle Understand the Moodle interface Access learning resources Participate in discussions Submit Turnitin assignments Attempt quizzes <p>Tips: Scroll down your course page to find the ‘Administration’ block on the left side.</p>
	<ol style="list-style-type: none"> Select recommended items below: <ul style="list-style-type: none"> ✓ Include activities and resources ✓ Include files ✓ Include question bank 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>Select All / None</p> <p><input checked="" type="checkbox"/> General <input type="checkbox"/> User data</p> <p><input type="checkbox"/> Course Announcements <input type="checkbox"/> -</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 <input type="button" value="Cancel"/> <input style="background-color: #0072bc; color: white; border: 2px solid #0072bc; border-radius: 5px; padding: 5px 15px; font-weight: bold; font-size: 14px; text-decoration: none; margin-right: 10px;" type="button" value="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><input style="background-color: #0072bc; color: white; border: 2px solid #0072bc; border-radius: 5px; padding: 5px 15px; font-weight: bold; font-size: 14px; text-decoration: none;" type="button" value="Continue"/></p>	<p>8. Below the course backup successful message, click 'Continue' button.</p>										
<p>User private backup area </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Filename</th> <th style="width: 10%;">Time</th> <th style="width: 10%;">Size</th> <th style="width: 10%;">Download</th> <th style="width: 10%;">Restore</th> </tr> </thead> <tbody> <tr> <td>backup-moodle2-course-7-2022-23_moodle_student_ws-20230321-1135-nu.mbz</td> <td>Tuesday, 21 March 2023, 11:35 AM</td> <td>25.9MB</td> <td><input style="background-color: #0072bc; color: white; border: 1px solid #0072bc; border-radius: 5px; padding: 5px 10px; font-weight: bold; font-size: 12px; text-decoration: none;" type="button" value="Download"/></td> <td><input style="background-color: #0072bc; color: white; border: 1px solid #0072bc; border-radius: 5px; padding: 5px 10px; font-weight: bold; font-size: 12px; text-decoration: none;" type="button" value="Restore"/></td> </tr> </tbody> </table> <p>Download </p>	Filename	Time	Size	Download	Restore	backup-moodle2-course-7-2022-23_moodle_student_ws-20230321-1135-nu.mbz	Tuesday, 21 March 2023, 11:35 AM	25.9MB	<input style="background-color: #0072bc; color: white; border: 1px solid #0072bc; border-radius: 5px; padding: 5px 10px; font-weight: bold; font-size: 12px; text-decoration: none;" type="button" value="Download"/>	<input style="background-color: #0072bc; color: white; border: 1px solid #0072bc; border-radius: 5px; padding: 5px 10px; font-weight: bold; font-size: 12px; text-decoration: none;" type="button" value="Restore"/>	<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							
backup-moodle2-course-7-2022-23_moodle_student_ws-20230321-1135-nu.mbz	Tuesday, 21 March 2023, 11:35 AM	25.9MB	<input style="background-color: #0072bc; color: white; border: 1px solid #0072bc; border-radius: 5px; padding: 5px 10px; font-weight: bold; font-size: 12px; text-decoration: none;" type="button" value="Download"/>	<input style="background-color: #0072bc; color: white; border: 1px solid #0072bc; border-radius: 5px; padding: 5px 10px; font-weight: bold; font-size: 12px; text-decoration: none;" type="button" value="Restore"/>							

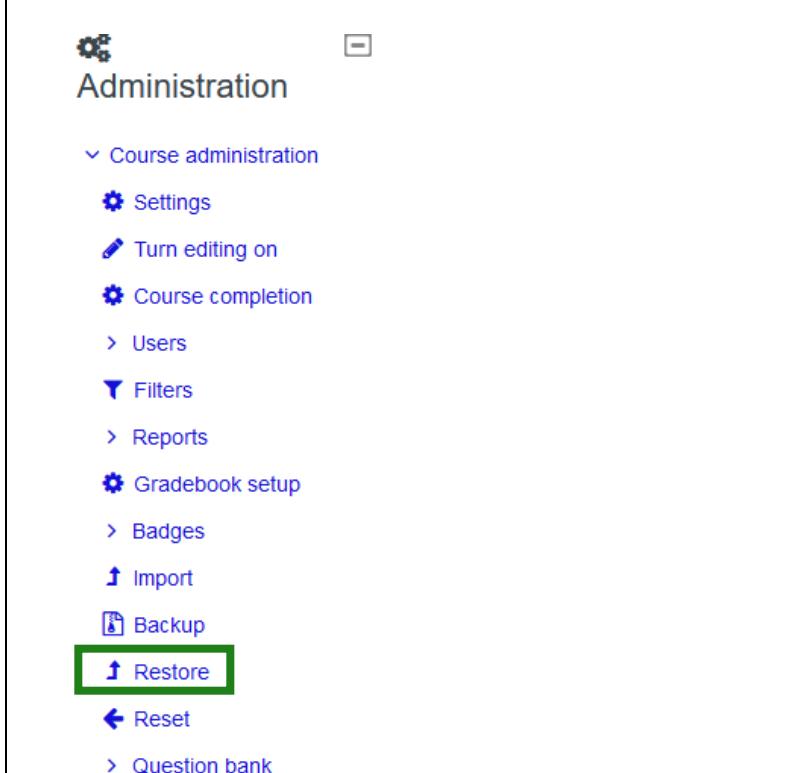
PART II: Course Restore in New Moodle Version 4.0



The screenshot shows the Moodle Y2023 homepage. At the top, there is a navigation bar with icons for notifications, user status, language (English (en)), and user (TEACHER01 LTTC). Below the navigation bar, the Moodle logo and the text 'Moodle Y2023' are displayed. The main content area has a sidebar on the left with 'ANNOUNCEMENTS' and 'Student Enrollment in Moodle' sections. The 'ANNOUNCEMENTS' section contains a thumbnail image of a building and a list of announcements. The 'Student Enrollment in Moodle' section contains a thumbnail image of a building and a list of course entries. The main content area has a 'My courses' block with a list of courses and a 'Restore' button.

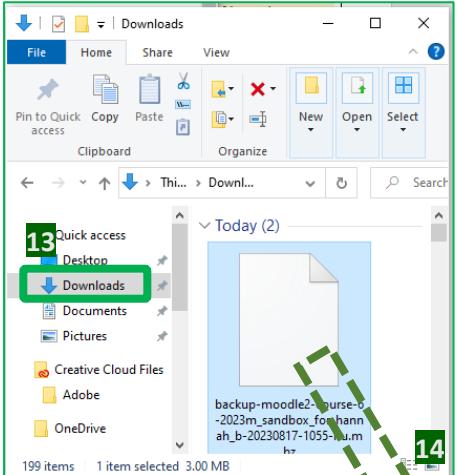
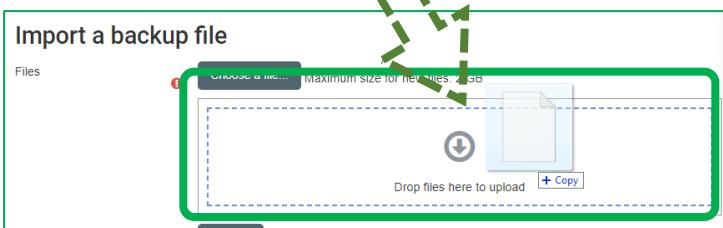
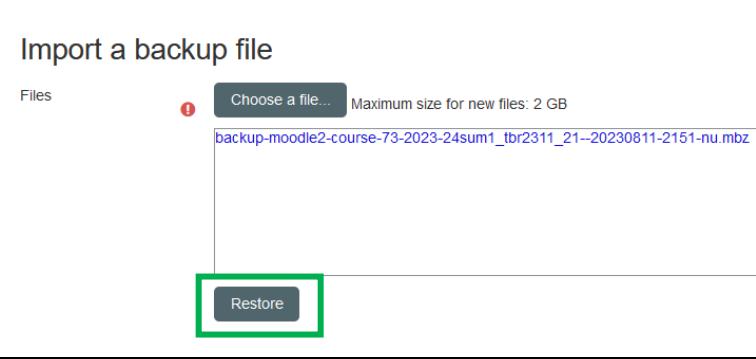
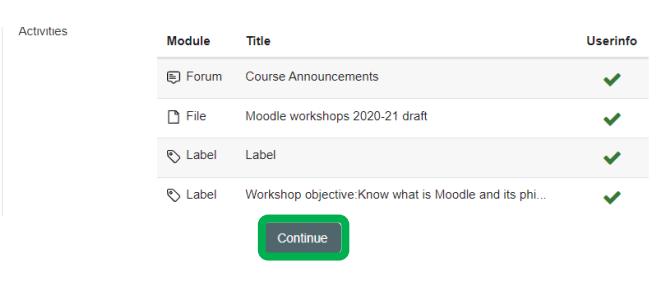
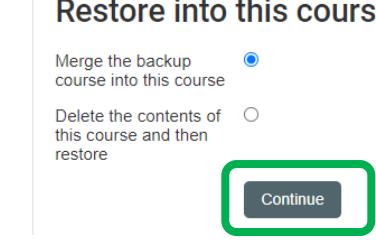
10. Log in to **Moodle version 4.0** website (<https://moodley2023.eduhk.hk>) and

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



The screenshot shows the Moodle Administration page. The left sidebar lists various administrative tasks: Course administration, Settings (which is selected and highlighted with a green box), Turn editing on, Course completion, Users, Filters, Reports, Gradebook setup, Badges, Import, Backup, Restore (which is highlighted with a green box), Reset, and Question bank.

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 35.4%</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>17. Choose a method to restore and click 'Continue' button.</p>

<p>Restore settings</p> <p>Include enrolled users <input checked="" type="checkbox"/> X</p> <p>Include enrolment methods <input style="border: 1px solid #ccc; padding: 2px 5px; width: 100px; height: 20px; border-radius: 5px;" type="button" value="No"/></p> <p>Include user role assignments <input checked="" type="checkbox"/> X</p> <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 <p>Include comments <input checked="" type="checkbox"/> X</p> <p>Include badges <input checked="" type="checkbox"/> X</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Include calendar events <p>Include user completion details <input checked="" type="checkbox"/> X</p> <p>Include course logs <input checked="" type="checkbox"/> X</p> <p>Include grade history <input checked="" type="checkbox"/> X</p> <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 <p style="text-align: center;"><input style="border: 1px solid red; padding: 2px 10px; border-radius: 5px;" type="button" value="Cancel"/> <input checked="" style="border: 1px solid green; background-color: #ccc; color: green; padding: 2px 10px; border-radius: 5px;" type="button" value="Next"/></p>	<p>18. Click 'Next' button.</p>												
<p>1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete</p> <p>Course settings</p> <p>Overwrite course configuration <input style="border: 1px solid #ccc; padding: 2px 5px; width: 100px; height: 20px; border-radius: 5px;" type="button" value="No"/> Course name <input checked="" type="checkbox"/> First Course X</p> <p>Course short name <input checked="" type="checkbox"/> firstcourse X</p> <p>Course start date <input checked="" type="checkbox"/> Wednesday, 26 April 2023, 12:00 AM X</p> <p style="text-align: center;"><input style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px;" type="button" value="Select"/> <input style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px;" type="button" value="All / None (Show type options)"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;"><input checked="" type="checkbox"/> Section 0</td> <td style="width: 30%; padding: 5px;">User data X</td> </tr> <tr> <td><input checked="" type="checkbox"/> Course Announcements </td> <td>X X</td> </tr> <tr> <td><input checked="" type="checkbox"/> Objectives This workshop will introduce how to... </td> <td>X X</td> </tr> <tr> <td><input checked="" type="checkbox"/> Zoom meeting link for workshop </td> <td>X X</td> </tr> <tr> <td><input checked="" type="checkbox"/> 2022-23 Using Turnitin for Online Similarity Check and Feedback Studio </td> <td>X X</td> </tr> <tr> <td><input checked="" type="checkbox"/> 2022-23 Using Turnitin for Online Similarity Check and Feedback Studio </td> <td>X X</td> </tr> </table> <p style="text-align: center;"><input style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px;" type="button" value="Previous"/> <input style="border: 1px solid red; padding: 2px 10px; border-radius: 5px;" type="button" value="Cancel"/> <input checked="" style="border: 1px solid green; background-color: #ccc; color: green; padding: 2px 10px; border-radius: 5px;" type="button" value="Next"/></p>	<input checked="" type="checkbox"/> Section 0	User data X	<input checked="" type="checkbox"/> Course Announcements	X X	<input checked="" type="checkbox"/> Objectives This workshop will introduce how to...	X X	<input checked="" type="checkbox"/> Zoom meeting link for workshop	X X	<input checked="" type="checkbox"/> 2022-23 Using Turnitin for Online Similarity Check and Feedback Studio	X X	<input checked="" type="checkbox"/> 2022-23 Using Turnitin for Online Similarity Check and Feedback Studio	X X	<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>
<input checked="" type="checkbox"/> Section 0	User data X												
<input checked="" type="checkbox"/> Course Announcements	X X												
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Include enrolled users	<input checked="" type="checkbox"/>										
Include enrolment methods	Yes, but only if users are included										
Include user role assignments	<input checked="" type="checkbox"/>										
Include permission overrides	<input checked="" type="checkbox"/>										
Include activities and resources	<input checked="" type="checkbox"/>										
<p>1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete</p> <p> 2 mins 9 secs - 1%</p> <p>The course was restored successfully, clicking the continue button below will take you to view the course you restored. x</p> <p>Continue</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>										