

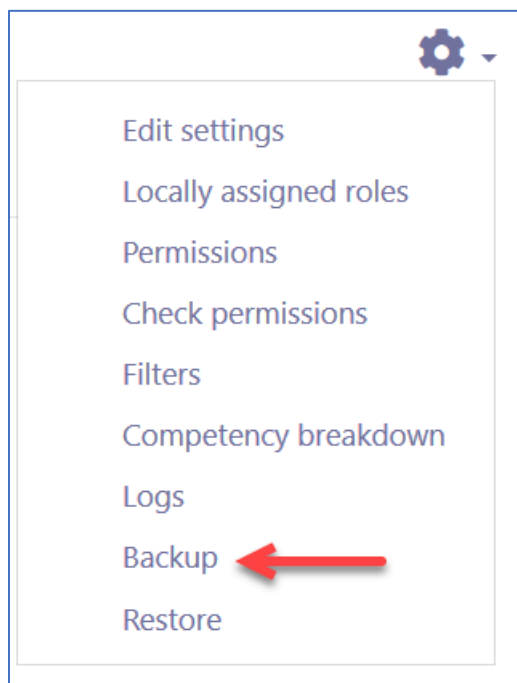
Using Backup and Restore to copy and move an activity from one course to another

NOTE: This file explains moving activities other than **Quiz** or **H5P**. For **Quiz**, it's necessary to copy the Question Bank - refer to the file **Using Backup and Restore to copy and move a Quiz from one course to another**. For **H5P**, do not copy the **Content Bank**. Refer to **How to Copy and Move an H5P from One Course to Another**.

1. To make it easier to find the new activity in the target course, move it to the General section of your source course home page.
2. On the course home page, click on the activity or resource you want to move.
3. On the activity page, click on the **Actions** menu.

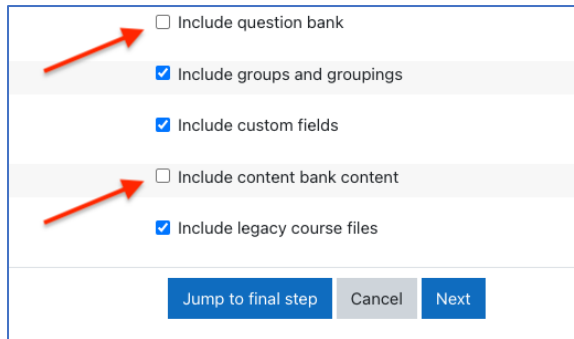


4. Click on **Backup**.



The **Backup Activity** page appears.

- De-select **Include question bank**.



☐ Include question bank

☒ Include groups and groupings

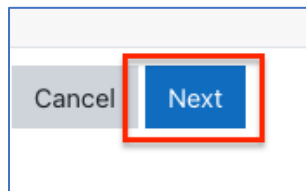
☒ Include custom fields

☐ Include content bank content

☒ Include legacy course files

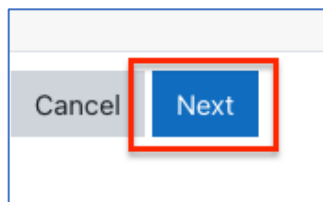
Jump to final step Cancel Next

- Click on the **Next** button.



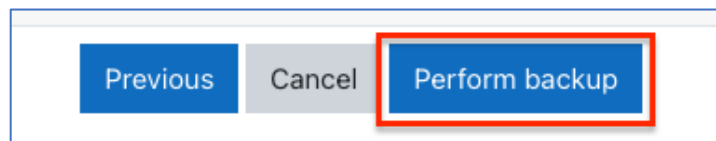
Cancel Next

- On the **2. Schema Settings** page, click on the **Next** button.



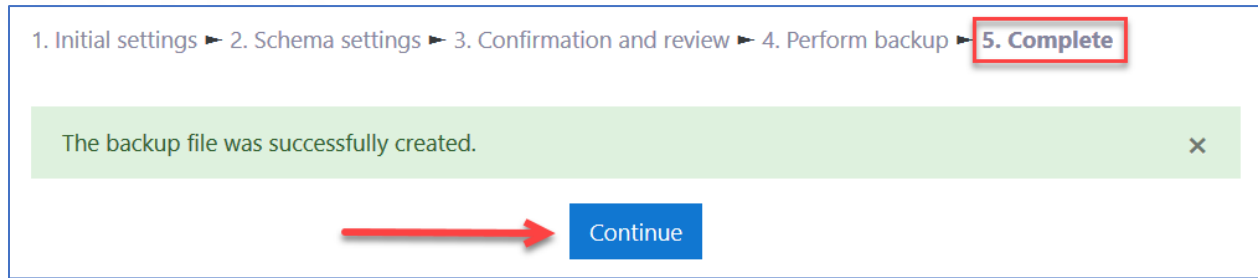
Cancel Next

- On the **3. Confirmation and Review** page, click **Perform Backup**.

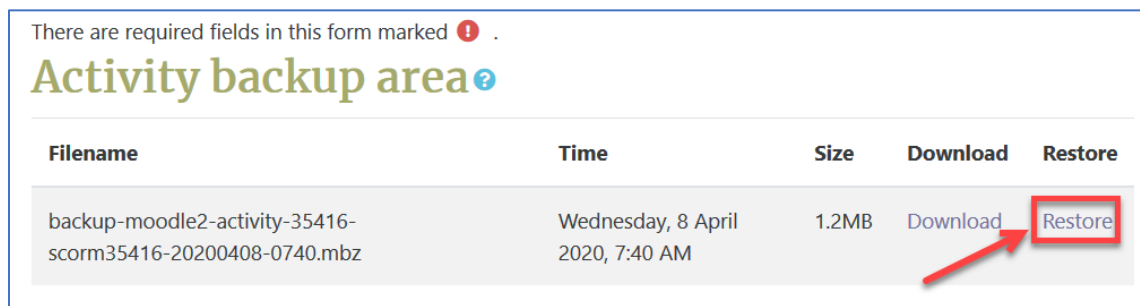


Previous Cancel Perform backup

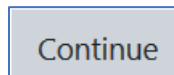
- Click the **Continue** button on the **5. Complete** page.



10. On the **Restore Activity** page, locate the backup file of the activity you backed up. The time and date can help if you do not recognize the file name. Click the **Restore** button next to the file.



11. Scroll down to the bottom of the **1. Confirm** page and click the **Continue** button.



12. On the **2. Destination** page, select the course that the activity is to be restored to in the **Restore into an existing course** section.

Note: Only courses for which a teacher has course editing privileges are available.

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

Restore into an existing course

Select a course

Course short name	Course full name
<input type="radio"/> [blurred]	[blurred]
<input type="radio"/> LINC 4 (BD)	LINC 4 (BD)
<input type="radio"/> BEV003	Ms. Beverly's LINC 3

Search

Continue

13. Click the **Continue** button.

14. Click the **Next** button on the **3. Settings** page.

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

Restore settings

☒ Include enrolled users

Include enrolment methods

☒ Include user role assignments
☒ Include groups and groupings

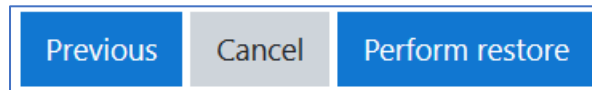
☒ Include competencies

☒ Include custom fields

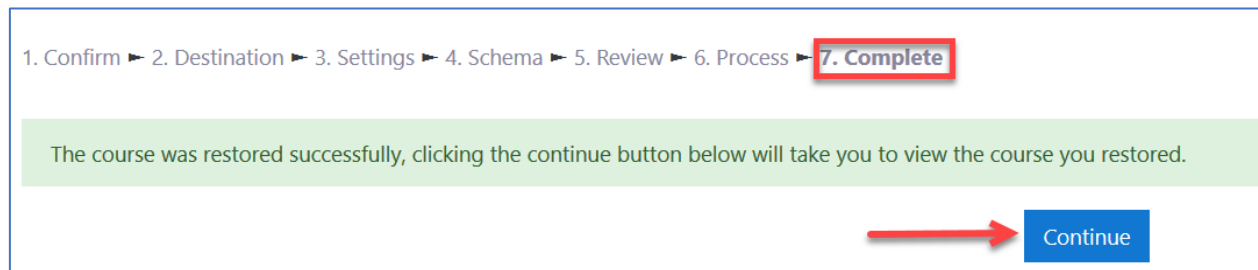
Cancel **Next**

15. Click the **Next** button on the **4. Schema** settings page.

16. Click the **Perform restore** button at the bottom of the **5. Review** page.



17. Click the **Continue** button on the **7. Complete** page.



The target course home page appears. A copy of the activity has been added to the course. If you moved the original up into the General section of your source course, the new activity is located at the bottom of the General section. If you did not, it is located at the bottom of the Topic it came from (**by number**). For example, if it came from the third topic in your source course, it will be at the bottom of the third topic in the destination course. Click **Turn Editing on** to move it to a preferred location in the course.