

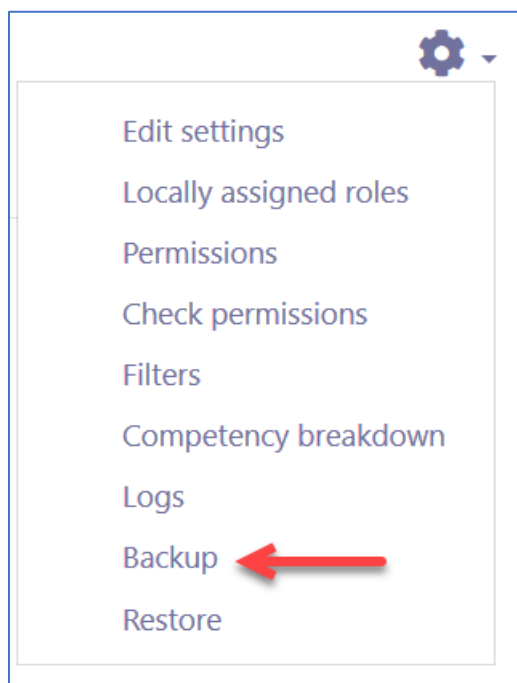
Using Backup and Restore to copy and move a Quiz from one course to another

NOTE: For activities other than **Quiz**, it's best not to copy the Question Bank. For moving **H5Ps**, refer to **How to Copy and Move an H5P from One Course to Another**. For all other activity and resource types, refer to the file **Using Backup and Restore to copy and move an activity from one course to another**.

1. To make it easier to find the new quiz 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 **Quiz** you want to move.
3. On the activity page, click on the **Actions** menu.

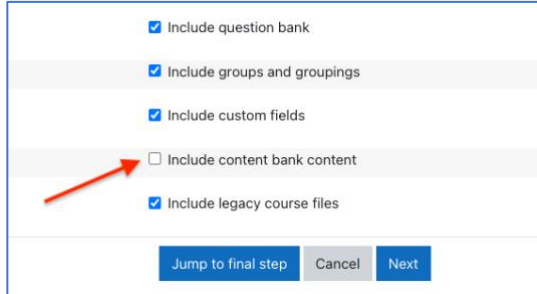


4. Click on **Backup**.

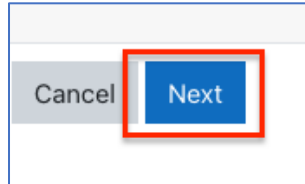


The **Backup Activity** page appears.

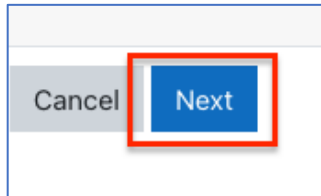
5. De-select **Include content bank content**.

A screenshot of a settings panel with a blue border. It contains five checkboxes: 'Include question bank' (checked), 'Include groups and groupings' (checked), 'Include custom fields' (checked), 'Include content bank content' (unchecked), and 'Include legacy course files' (checked). A red arrow points to the 'Include content bank content' checkbox. At the bottom are three buttons: 'Jump to final step' (blue), 'Cancel' (grey), and 'Next' (blue).

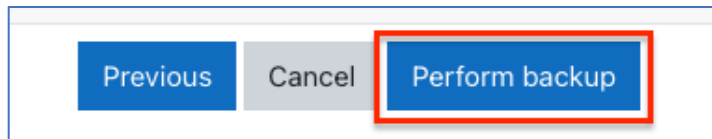
6. Click on the **Next** button.

A screenshot showing two buttons: 'Cancel' (grey) and 'Next' (blue). The 'Next' button is highlighted with a red rectangular box.

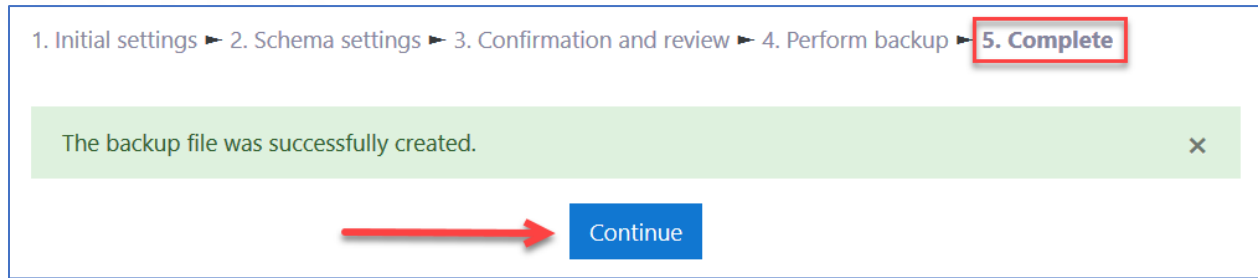
7. On the **2. Schema Settings** page, click on the **Next** button.

A screenshot showing two buttons: 'Cancel' (grey) and 'Next' (blue). The 'Next' button is highlighted with a red rectangular box.

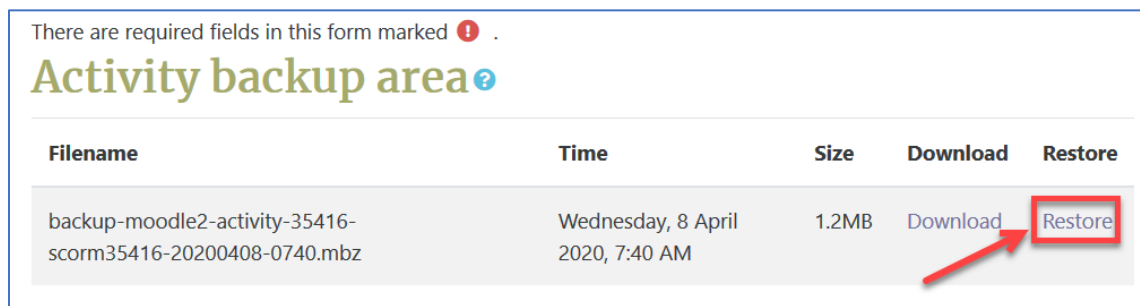
8. On the **3. Confirmation and Review** page, click **Perform Backup**.

A screenshot showing three buttons: 'Previous' (blue), 'Cancel' (grey), and 'Perform backup' (blue). The 'Perform backup' button is highlighted with a red rectangular box.

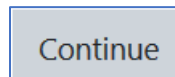
9. Click the **Continue** button on the **5. Complete** page.



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 **Confirm** page and click the **Continue** button.



12. On the **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 **Settings** page.

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

Restore settings

☒ Include enrolled users

Include enrolment methods Yes, but only if users are included ▾

☒ Include user role assignments
☒ Include groups and groupings

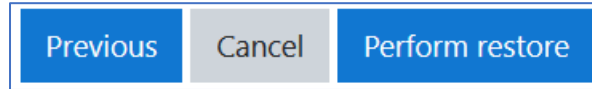
☒ Include competencies

☒ Include custom fields

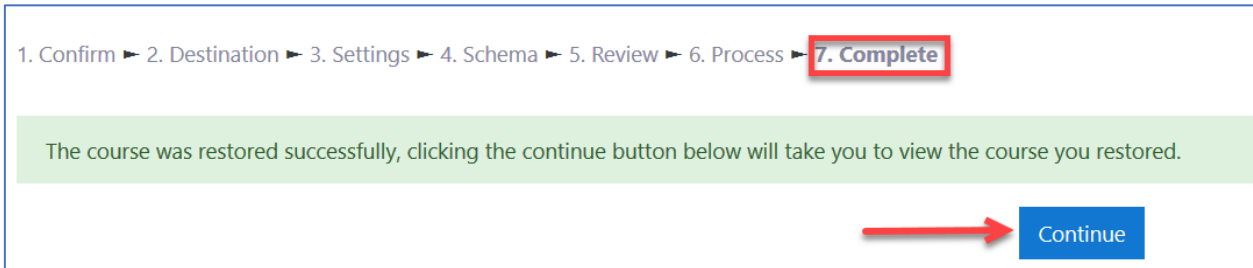
Cancel **Next**

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

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



17. Click the **Continue** button on the **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 quiz 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.