

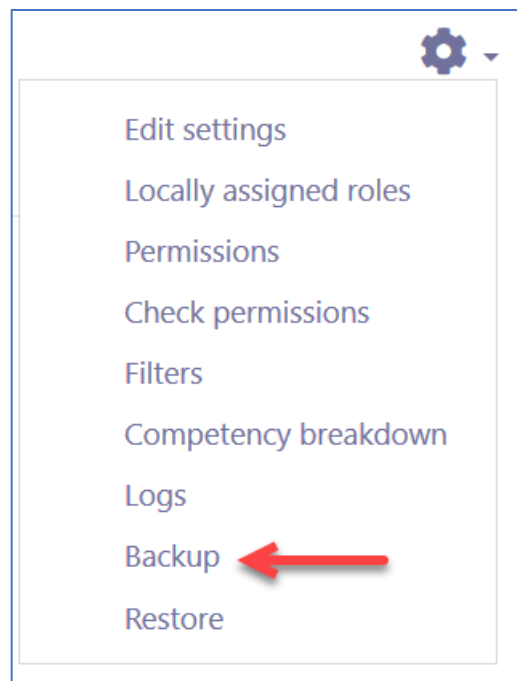
## Using Backup and Restore to copy and move an activity from one course to another

1. On the course home page, click on the activity or resource you want to move.

2. On the activity page, click on the **Actions menu**.



3. Click on **Backup**.

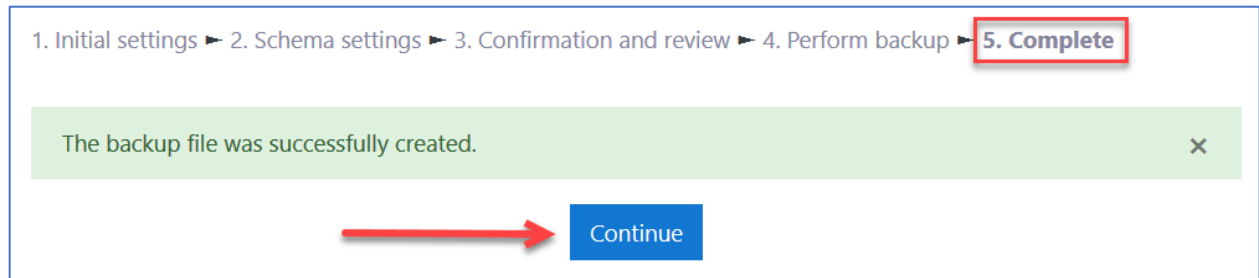


The **Backup Activity** page appears.

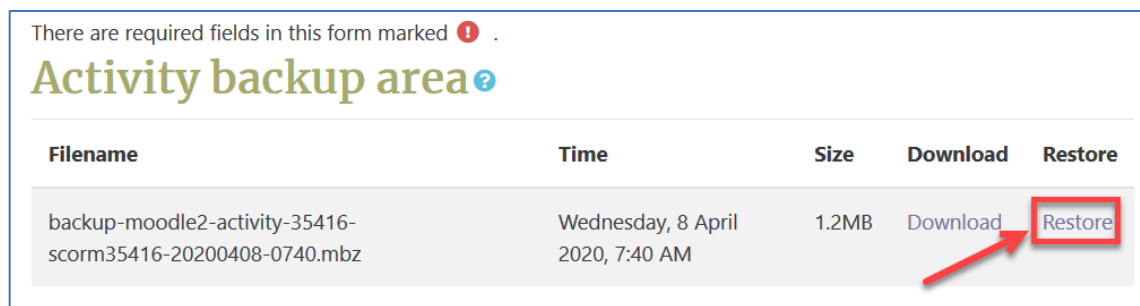
4. On the **Initial settings** page, scroll down and click on the **Jump to final step** button.



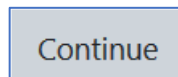
5. Click the **Continue** button on the **5. Complete** page.



6. 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.



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



8. 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

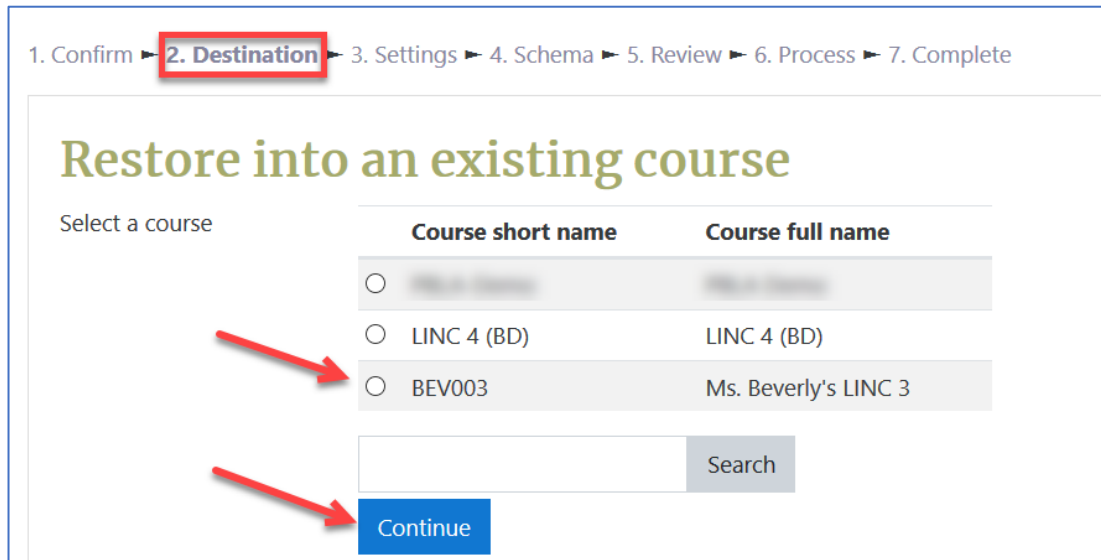
## Restore into an existing course

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**



9. Click the **Continue** button.

10. 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

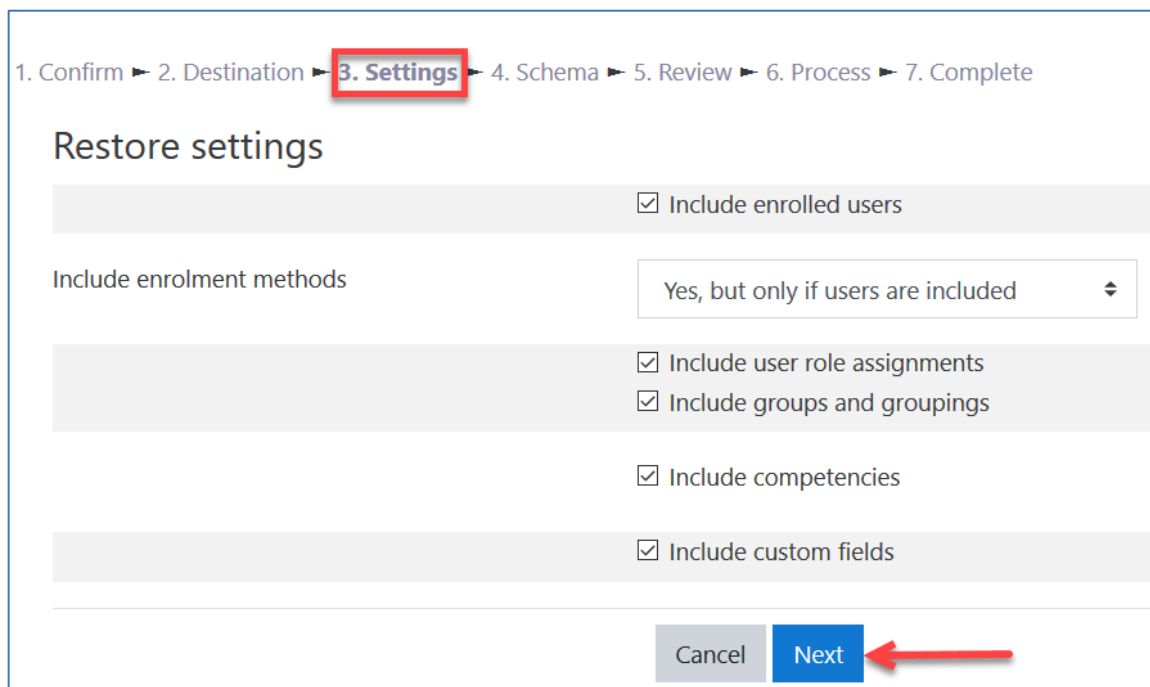
Include enrolment methods

Include user role assignments  
 Include groups and groupings

Include competencies

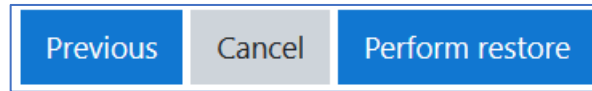
Include custom fields

Cancel **Next**

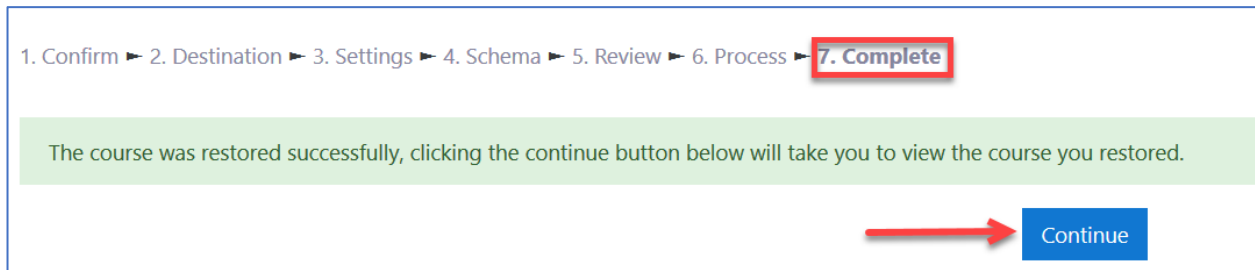


11. Click the **Next** button on the **Schema** settings page.

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



13. 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. 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.