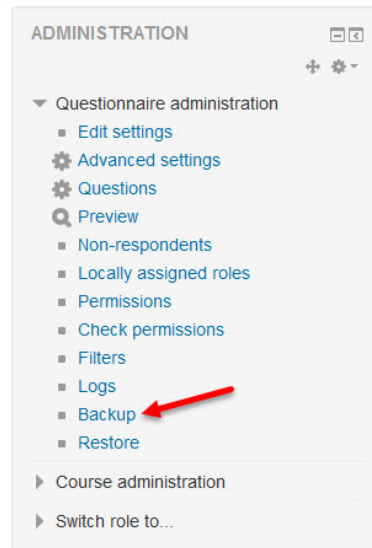


Using Backup and Restore to Move an Activity from One Course to Another

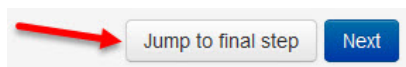
1. On the course home page, click on the activity (or resource) you want to move.

In this example moving a questionnaire is demonstrated. This same process can be used with other activity/resource types.

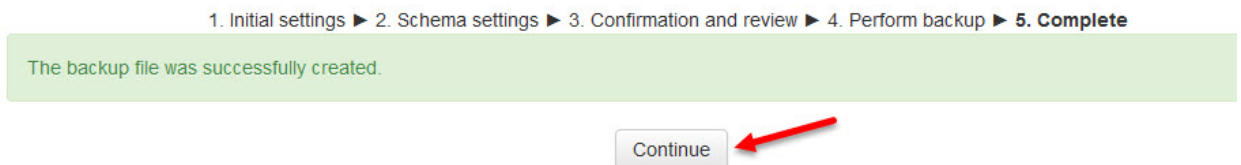
2. Click on **Backup** under Questionnaire Administration (in the Administration block)



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



4. Click the **Continue** button on the complete page



5. Locate the back up file of the activity you backed up (on the *Restore* page). The time and date can help if you don't recognize the file name. Click the **Restore** button next to the file.
6. Click the **Continue** button on the *Confirm* page.

7. Select the course that the activity is to be restored to in the *Restore into an existing course* section of the *Destination* page.
(Note: Only courses that a teacher has course editing privileges in are available.)

Select a course

	Course short name	Course full name
<input checked="" type="radio"/>	Samples	Sample activites

Continue

8. Click the **Continue** button below *Select a course* on the *Destination* page..
9. Click the **Next** button on the *Settings* page.
10. Click the **Next** button on the *Schema* settings page.
11. Click the **Perform restore** button on *Review* page.
12. Click the **Continue** button on the *Complete* page.

► General ► Course Questionnaire ► Restore ► Complete

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

The course was restored successfully, clicking the continue button below will take you to view the course you restored.

Continue

The target course home page appears. The activity has been added to bottom of “Zero” topic (above Topic 1). Click *Turn Editing on* to move it to a preferred location.

Sample activites

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Course Questionnaire

Sea