



Transfer Content from Old to New Moodle: Part 1 (Backup)

Rather than setting up your module page on the new Moodle afresh you may simply wish to transfer your existing content across from the old version of Moodle to the new one. To do this is quite straightforward – see below step by step instructions on how to backup your course. Part 2 of this guide shows you how to “restore” your course to the new page.

Step 1:

In the **Course administration** block select **Backup**. Untick all of the tick boxes except for **Include activities and resources** and **Include question bank**. There will be some boxes that you will be unable to untick, but that will not affect the backup. Click **Next**.

Step 2:

It is important to untick any Turnitin assignment links - it is important not to re-use such links and fresh ones must be set up on your new module page in the new Moodle. You can also untick any content you don't wish to transfer across such as the Announcements forum and Module Evaluation Questionnaire - fresh versions of these are on your new module page already.

Step 3:

Give the file a meaningful name such as the module code or title and click **Perform backup**. Wait for the course backup to complete. If you have a lot of content such as large files, videos etc. this can take several minutes.

Step 4:

Once the backup has completed click the **Continue** button and you will be taken to the page where you can download your course backup file to your PC before transferring it to the new Moodle. Click the **Download** link to save a copy of the backup file to your PC.

