

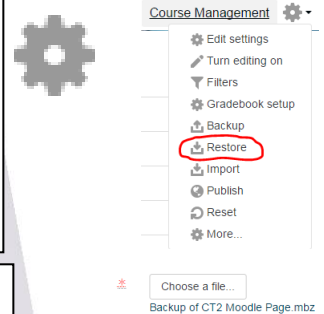


Transfer Content from Old to New Moodle: Part 2 (Restore)

This guide follows on from Transfer Content from Old to New Moodle: Part 1 (Backup) – please read this if you haven't done so already. This Part 2 shows you how to import backed up content onto a new Moodle page. You will need to have saved a backup file to your computer as described in Part 1 (Backup) before starting this process.

Step 1:

Go to the page in the new Moodle where you want to add your content and, from the **Course administration** menu, select **Restore**. This menu is now found by clicking on the gear cog icon in the top right of the module page.



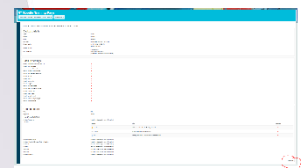
Step 2:

Locate the backup file you saved to your PC and click and drag it into the drag and drop box, or use the **Choose a file** button to select it. Once you can see the file listed, click the **Restore** button.



Step 3:

The next screen confirms the changes you want to make, click the **Continue** button in the bottom right corner.



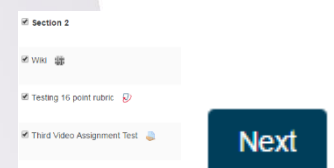
Step 4:

In the **Restore into this course** section, select the lower radio button and click the **Continue** button. Then on the following screen click **Next**.



Step 5:

Review the items you are going to add to the page. You can untick any resources or whole topic sections that you don't want to include such as empty sections. Once you are happy with what is going to be added scroll down and click **Next** in the bottom right corner.



Step 6:

The next screen confirms the changes. Click **Perform restore** in the bottom right corner and wait for the course to load all the files and resources. If your module contains a lot of content it may take several minutes to complete. Once the import is complete click the **Continue** button and you will be taken to the module page with the new content in it. The process is now complete.

