

HOWTO:

- A. **Backup** and **Download** your existing **Moodle** course content, and then,
- B. **Upload** and **Restore** the course backup on <https://learn2021.ukzn.ac.za>

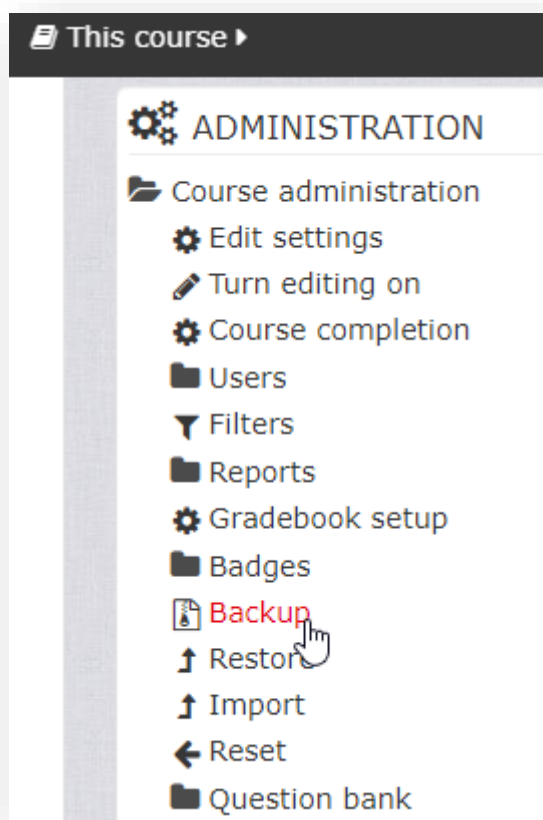
*Please Note: You will need to be a Teacher in the courses on both sites before you proceed. To assign yourself to the Teacher role, please link yourself here:

<https://moodlecourseteacher.ukzn.ac.za/LoginUser.aspx>

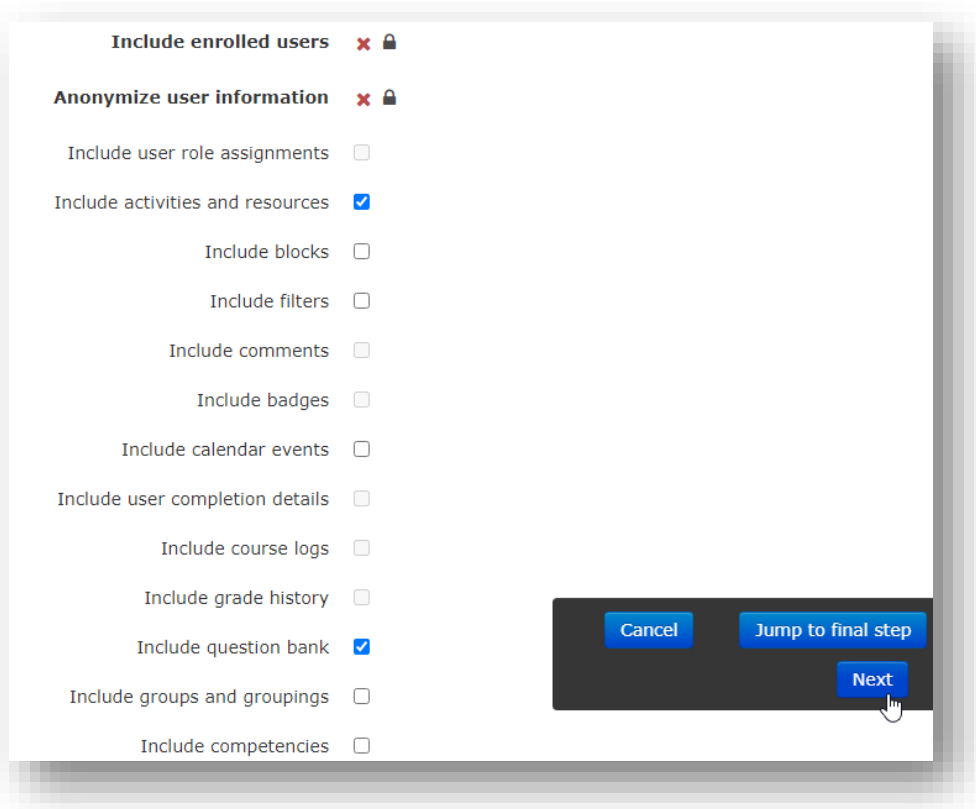
Your selection will only reflect in Learn2021 after 1AM.

A. Backup and Download

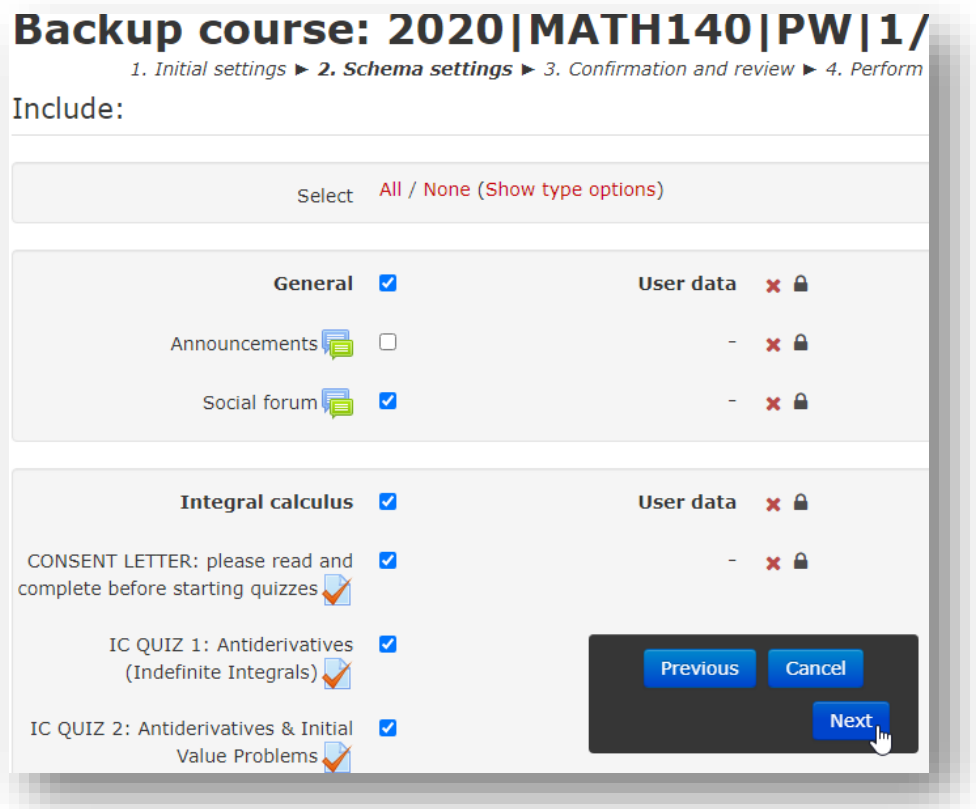
- 1) Enter your old course on <https://moodle.ukzn.ac.za> and scroll down to click **Backup** in the **Administration** block.



2) You need only **Include activity and resources** and **question bank**. Then click **Next**.



3) Deselect **Announcements** and **QPA Questionnaires** then click **Next**.



- 4) Click **Perform backup**. Wait for the backup to complete, then click **Continue**.

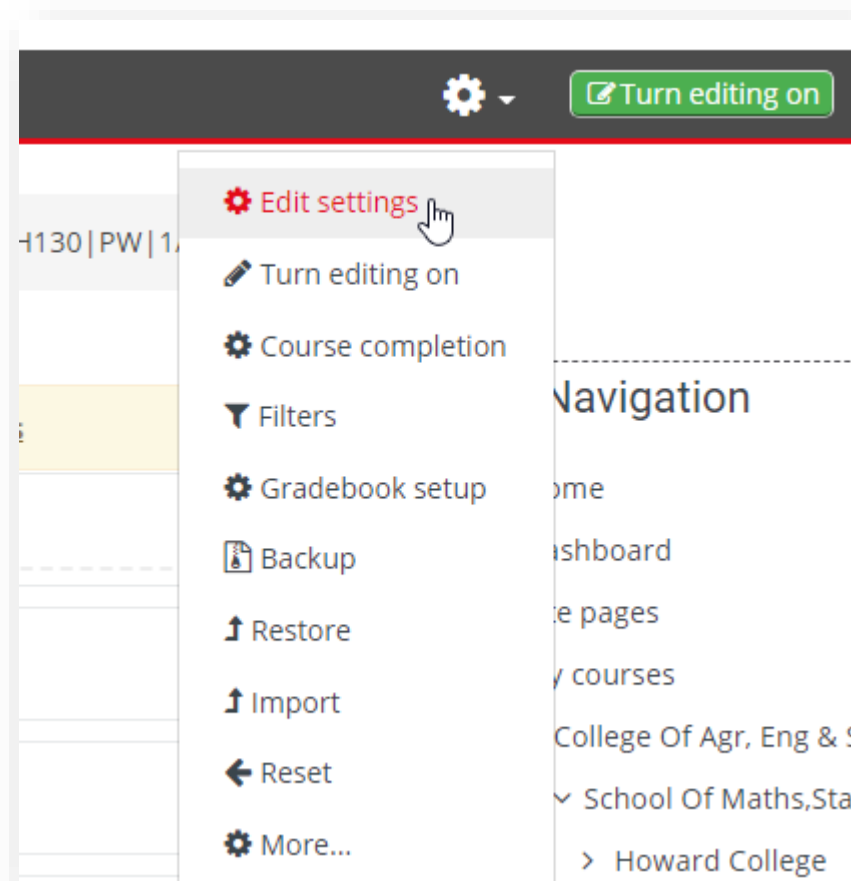
User private backup area ⓘ

Filename	Time	Size	Download
backup-moodle2-course-39516-2020math140pw12mc-20210113-1246-nu.mbz	Wednesday, 13 January 2021, 12:47 PM	846.8KB	Download

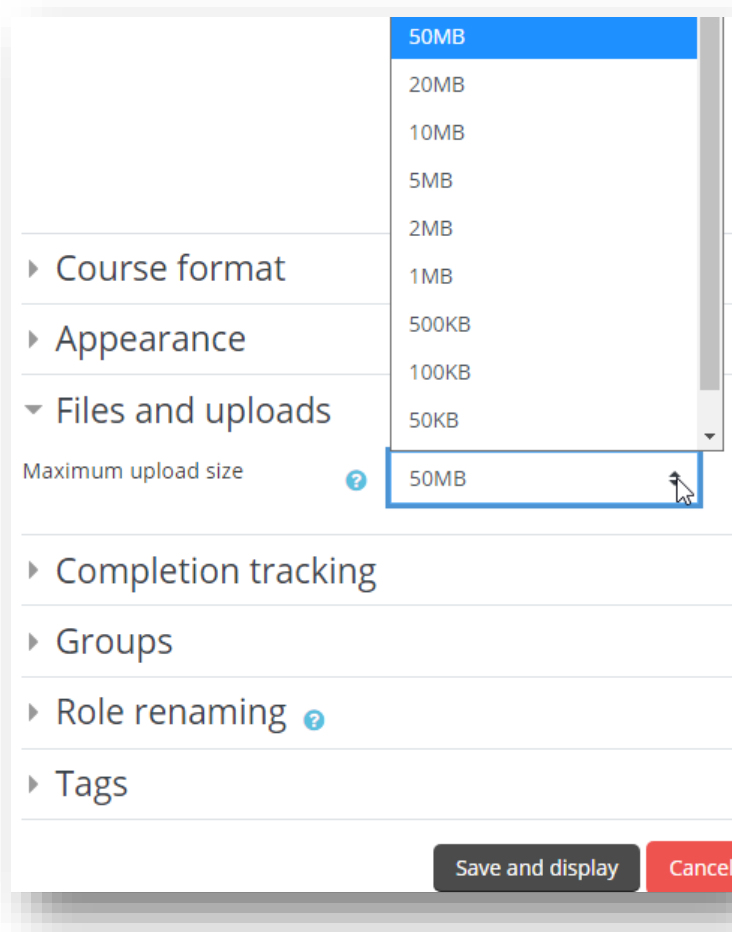
- 5) Download the just created backup in the **User private backup area**.

B. Upload and Restore

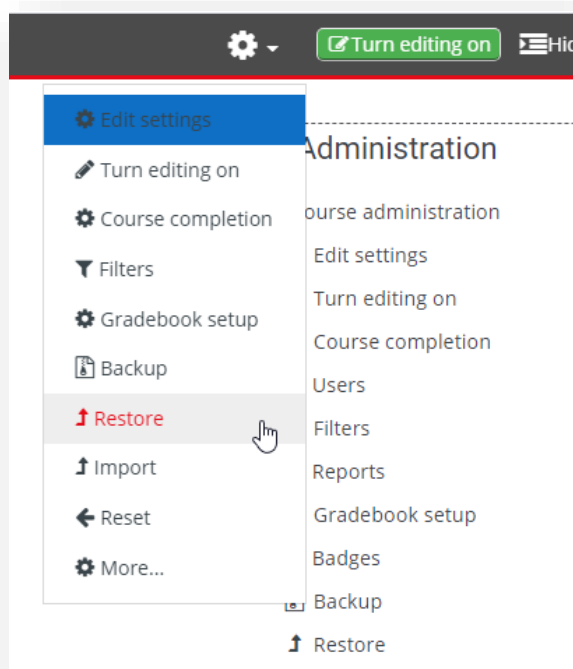
- 6) Login to **Learn2021** (<https://learn2021.ukzn.ac.za/login>) and enter your course.
- 7) The course default file upload limit is 50MB. If your backup is larger you need to edit your **Course settings**



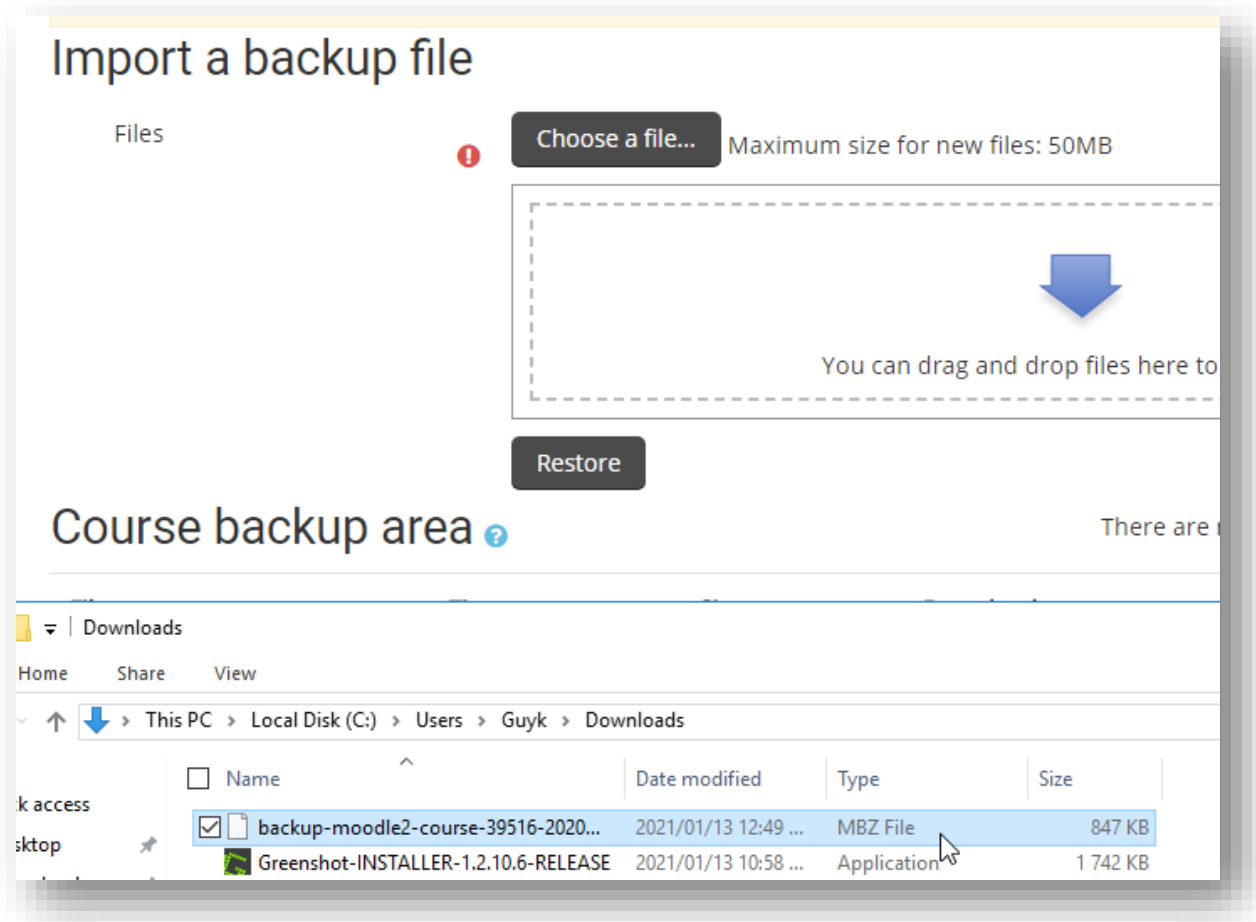
8) Scroll down to **File and uploads** and increase the Maximum upload size, then **Save**.



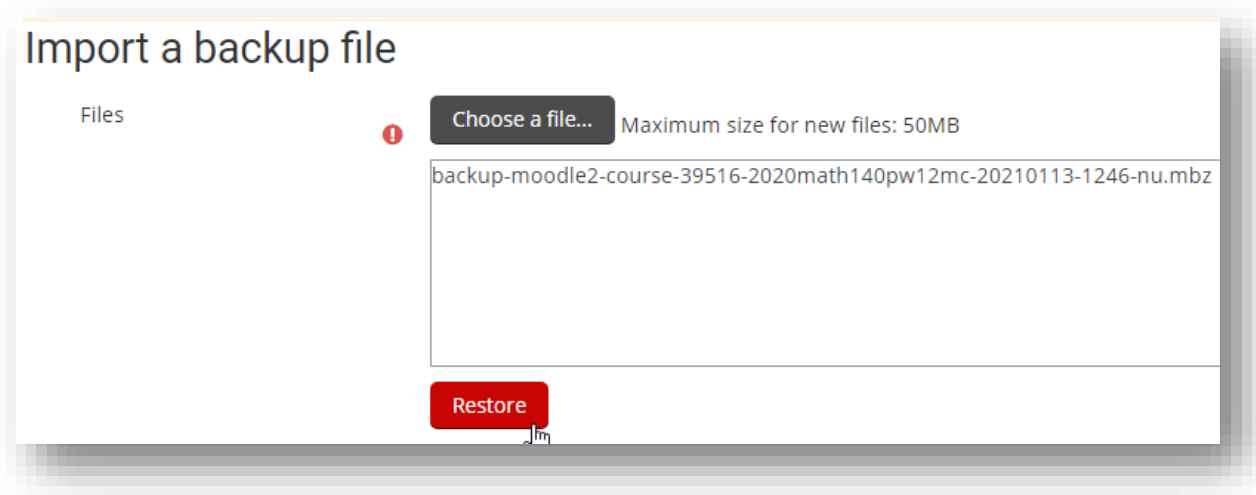
9) Scroll down to the **Administration** block and click on **Restore**.



- 10) On your computer, open Windows Explorer and locate your recently downloaded backup file. Drag and drop your backup file into the new course restore area.



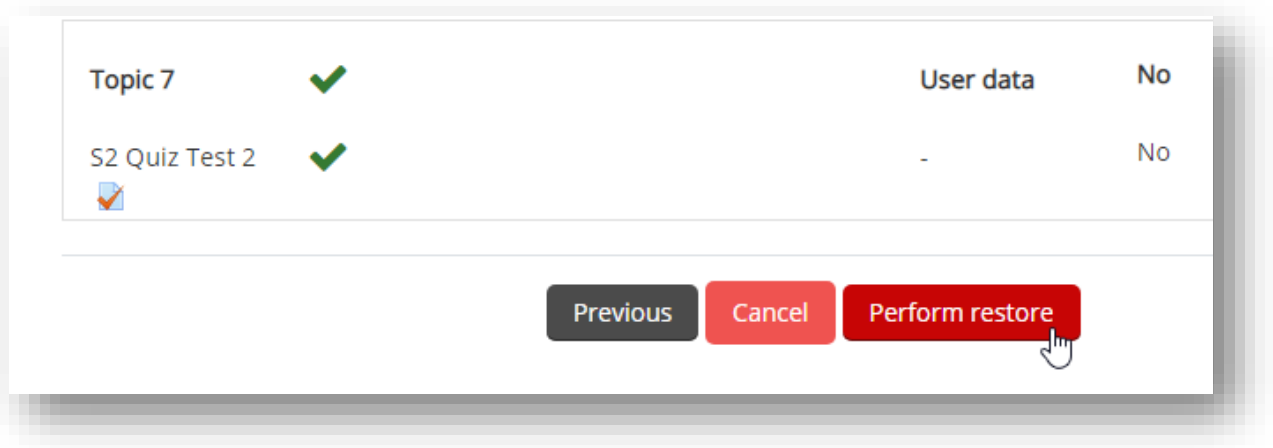
- 11) Once uploaded, click on **Restore**.



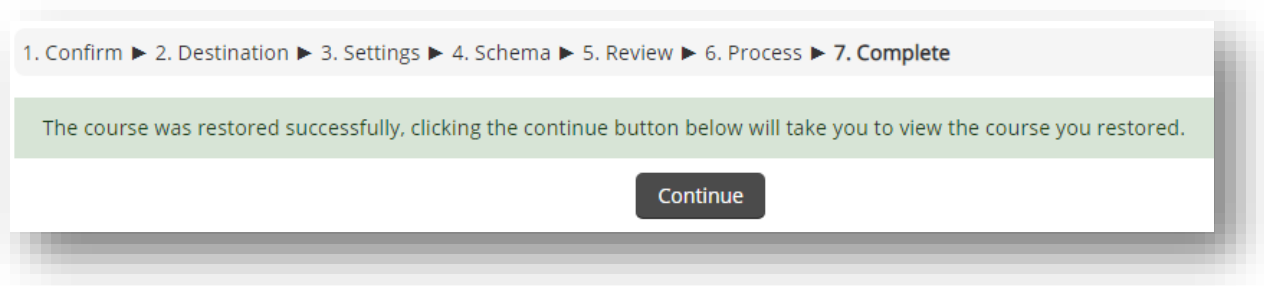
- 12) Scroll to the bottom of the page and click **Continue**.
- 13) Leave the default **Merge the backup into this course** and click **Continue**.
- 14) Click **Next**.

15) Leave Overwrite course configuration set to *No*, scroll and click **Next**.

16) Click **Perform Restore**.



17) Click **Continue**.



Congratulations! You have successfully migrated your content to Learn2021!