

# Module migration - backup module

Video guide for module backup

## Overview:

This guide will show you how to back up the module content during module migration.

## What to know:

Module migration consists of two straightforward steps:

1. **Module Backup** (A copy step from the previous courses.)
2. **Module Restore** (A paste step to the AY24-25 Core system for you to utilize past year's contents.)

This guide shows you the procedures of module backup .

Only the Module Leader role can perform the backup and restore action.

Question bank and Content bank are not backed up through this process. You may download and import them individually. ( Download and import guides )

Due to the Core system archive in the summer

**Implement backup before 25th Aug, 2024** , please find the AY23-24 course content [here](#) ;

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## Step 1: Open the AY23-24 courses

Address of the Archive Systems: <https://core-archive.xjtlu.edu.cn/>

You can also find the link on the Dashboard of the current Core system.

### Find Your Previous Learning Records



Click the link to view the modules and learning records for the last academic year (AY23-24):

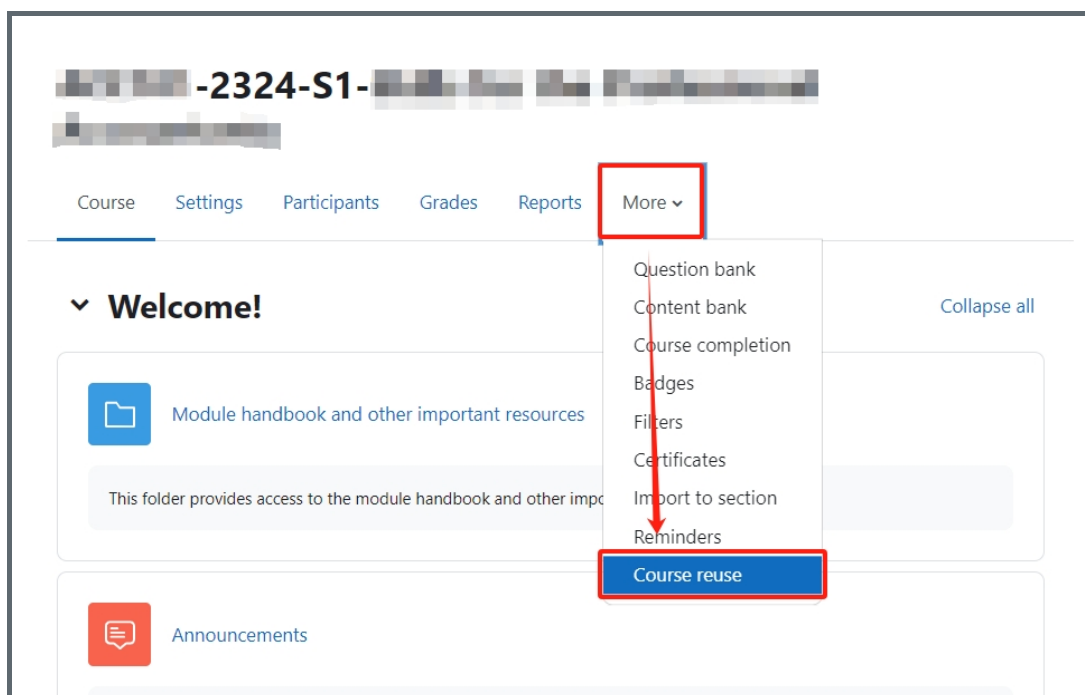
**AY23-24 LM Core System**

If you would like to view modules and your learning records for all the past academic years :

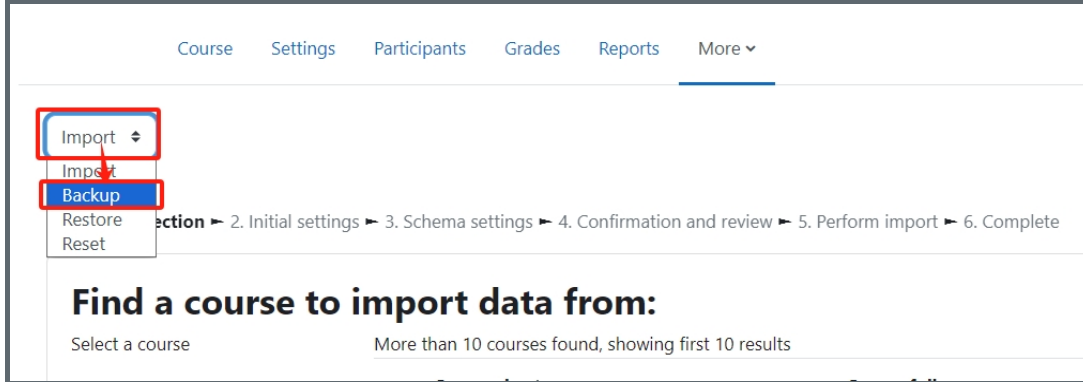
**Archive Systems**

## Step 2: Choose 'Backup'

1. On the course level menu, click More > Course reuse
2. In the dropdown menu, choose 'Backup'.

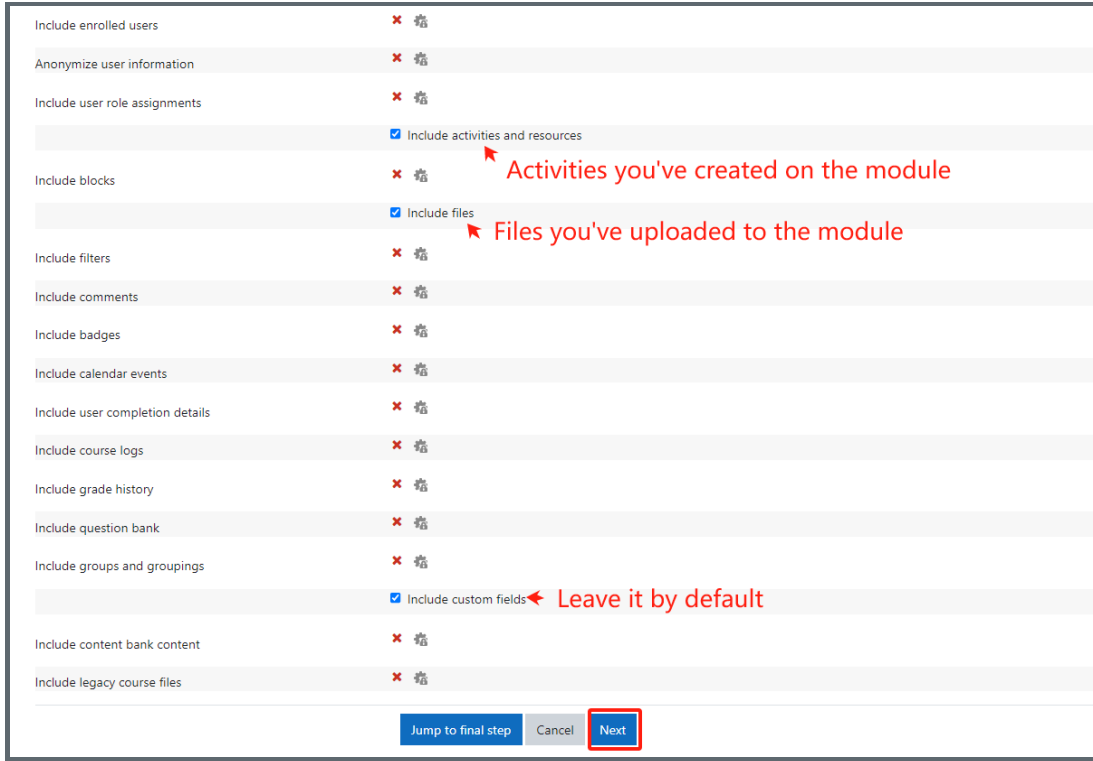


The screenshot shows a course page for a course identified as -2324-S1-. The navigation bar includes 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The 'More' dropdown menu is open, listing options: 'Question bank', 'Content bank', 'Course completion', 'Badges', 'Filters', 'Certificates', 'Import to section', 'Reminders', and 'Course reuse'. The 'Course reuse' option is highlighted with a red box. A red arrow points from the 'More' dropdown to the 'Course reuse' option.



### Step 3: Adjust the Backup settings





Adjust the Backup settings and click 'Next'.



### Step 4: Choose the resources that you want to backup

**4** ' Module handbook and other important resources ', ' Announcements ', ' General question and answer forum ' and ' BigBlueButton virtual classroom ' are the default activities and already established in your modules in the LM Core system. You don't need to backup and restore the default activities.

Welcome! Collapse all

- 
**Module handbook and other important resources**  
 This folder provides access to the module handbook and other important resources.
- 
**Announcements**  
 Keep up-to-date with important module news and announcements.
- 
**General question and answer forum**  
 Ask (and help to answer) general questions relating to this module and its content.
- 
**BigBlueButton virtual classroom**  
 Participate in live, online learning and teaching sessions and/or view recordings.

1. Untick 'Module handbook and other important resources', 'Announcements', 'Attendance', 'General question and answer forum' and 'BigBlueButton virtual classroom'.
2. Untick the activities and files you don't want to backup and click 'Next'

1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete

Include:

Select  
All / None (Show type options)

	User data		
<input checked="" type="checkbox"/> Welcome!			✘ 🔒
<input type="checkbox"/> Module handbook and other important resources	-		✘ 🔒
<input type="checkbox"/> Announcements	-		✘ 🔒
<input type="checkbox"/> Attendance	-		✘ 🔒
<input type="checkbox"/> General question and answer forum	-		✘ 🔒
<input type="checkbox"/> BigBlueButton virtual classroom	-		✘ 🔒
<input checked="" type="checkbox"/> Coursework 1	-		✘ 🔒
<input checked="" type="checkbox"/> CW 1 - Individual Assignment	-		✘ 🔒
<input checked="" type="checkbox"/> CW 1 - Group Assignment	-		✘ 🔒
<input checked="" type="checkbox"/> Coursework 2 - Case Study	-		✘ 🔒
<input checked="" type="checkbox"/> CW 2 - Case Study	-		✘ 🔒

Step 5: Scroll the page down and click Perform backup

Step 6: Click 'Continue'

1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. **Complete**

The backup file was successfully created.

Continue

The following warning message can be ignored.

1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. **Complete**

File references to external contents are included in the backup file. These won't work if the backup is restored on a different site. ×

## Step 7: Download the backup file

The module restore will take place within LM Core system, which is distinct from the current archive system. For a seamless restoration, it is crucial to download the backup file of the course onto your local device. Please do NOT use the restore button here.

### Import a backup file

Files Choose a file...

You can drag and drop files here to add them.

Restore

#### Course backup area

Filename	Time	Size	Download	Restore
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Manage backup files

#### User private backup area

Filename	Time	Size	Download	Restore
backup-moodle2-course- nu.mbz	1558-	Tuesday, 2 July 2024, 15:58	12.4 KB <span>Download</span>	<span>Restore</span>

### Next steps:

Now that you have finished backup the module, you may be interested in the following related articles:

[Module migration - restore module](#)

[How to download and migrate the question bank from modules in AY23/24 to new module areas in AY24/25](#)

[How to download and migrate H5P Content Bank from modules in AY23/24 to new module areas in AY24/25](#)