

# Module migration - backup module

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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 AY25-26 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.

Please do not perform a direct backup and restore of Quiz, as this may lead to potential issues. We recommend downloading and importing the Question bank instead, and then recreating the Quiz on the new course page. 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 15th Aug, 2025** , please find the AY24-25 course content [here](#) ;

**Implement backup after 15th Aug, 2025** , please find the AY24-25 course content [here](#) ;

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## Step 1: Open the AY24-25 courses

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TIPS:

To access the previous course content:

Address of the Archive Systems: <https://core-archive.xjtu.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'.

Course   Settings   Participants   Grades   Reports   More ▾

▼ Welcome!

**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.

Question bank  
Content bank  
Course completion  
Badges  
Filters  
Import to section  
All Questions  
Reminders  
**Course reuse**

**Collapse all**

Course   Settings   Participants   Grades   Reports   More ▾

**Import** ▾  
Import  
**Backup**  
Restore  
Reset

section ► 2. Initial settings ► 3. Schema settings ► 4. Confirmation and review ► 5. Perform import ► 6. Complete

**Find a course to import data from:**

Select a course   More than 10 courses found, showing first 10 results

### Step 3: Adjust the Backup settings

Adjust the Backup settings and click 'Next'.

Include enrolled users  

Anonymize user information  

Include user role assignments  

**Include activities and resources**

Include blocks  

**Include files**

Include filters  

Include comments  

Include badges  

Include calendar events  

Include user completion details  

Include course logs  

Include grade history  

Include question bank  

Include groups and groupings  

**Include custom fields**   **Leave it by default**

Include content bank content  

Include legacy course files  

**Activities you've created on the module**

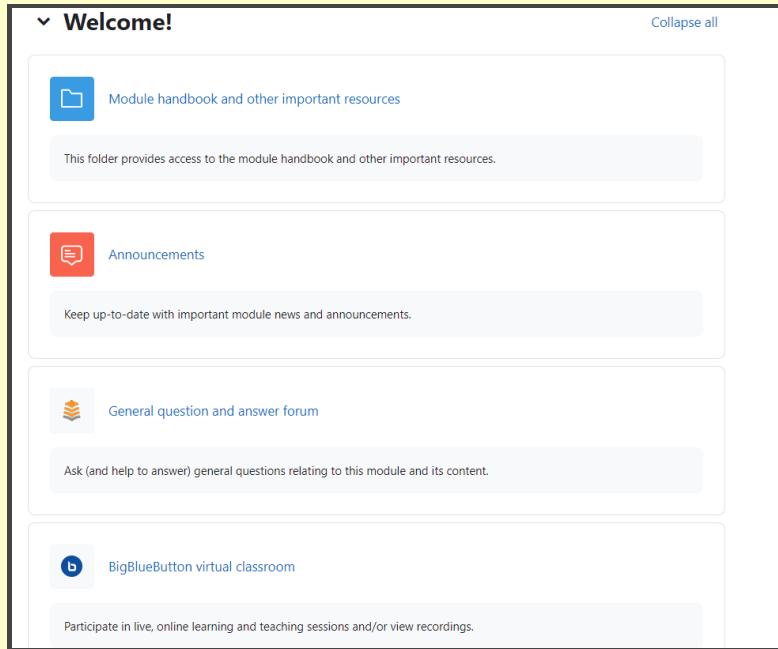
**Files you've uploaded to the module**

**Leave it by default**

Jump to final step   Cancel   **Next**

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

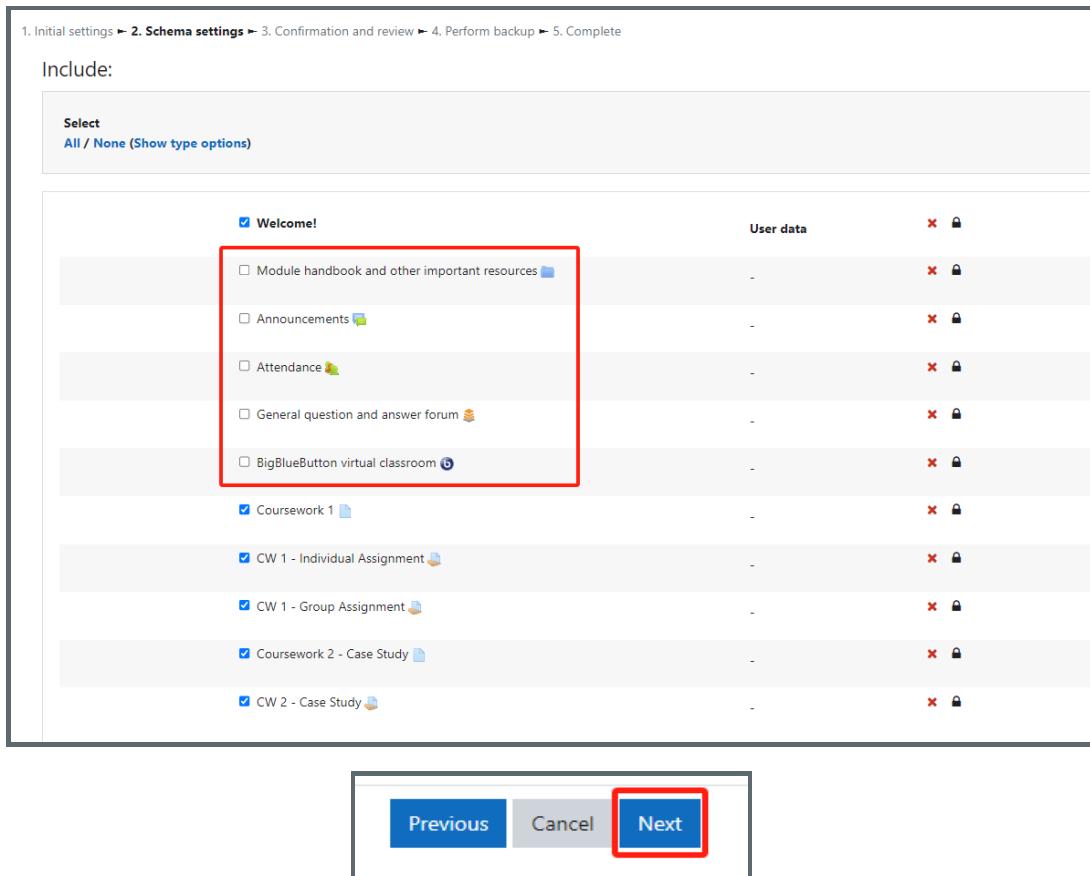
 'Module handbook and other important resources', 'Announcements', 'General question and answer forum' and 'BigBlueButton virtual classroom' are the default activities and already established in your modules in the LM Core system. You don't need to backup and restore the default activities.



The screenshot shows a list of four default activities under a 'Welcome!' heading. Each activity has a small icon and a brief description:

- 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.

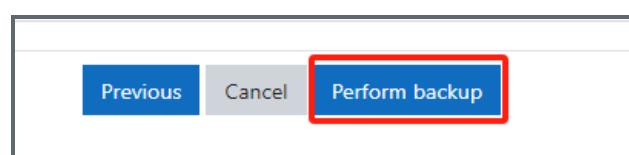
1. Untick 'Module handbook and other important resources', 'Announcements', 'Attendance', 'General question and answer forum' and 'BigBlueButton virtual classroom'.
2. Untick the activities and files you don't want to backup and click 'Next'



The screenshot shows the 'Schema settings' step in the backup process. It lists various activities and files with checkboxes. A red box highlights the 'Module handbook and other important resources' checkbox, and a red border surrounds the entire list of activities. The 'Next' button is highlighted with a red box.

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

Step 5: Scroll the page down and click Perform backup



The screenshot shows the 'Perform backup' step. The 'Perform backup' button is highlighted with a red box.

## 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.

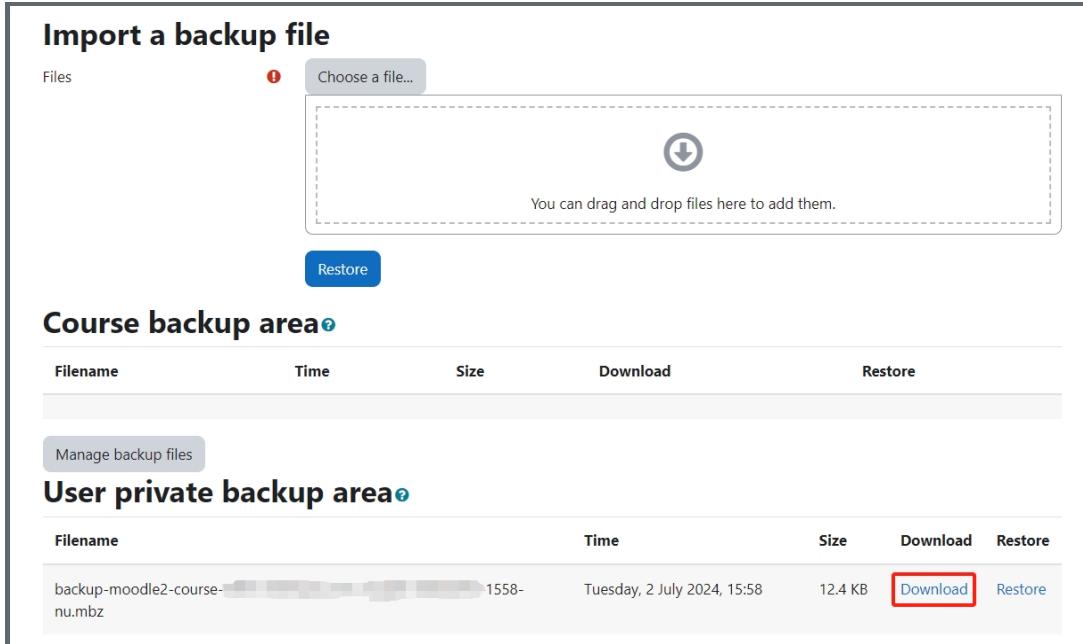
1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. Perform backup ► **5. Complete**

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

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## 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... Restore

You can drag and drop files here to add them.

**Course backup area**

Filename	Time	Size	Download	Restore

[Manage backup files](#)

**User private backup area**

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

### 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 AY24/25 to new module areas in AY25/26](#)

[How to download and migrate H5P Content Bank from modules in AY24/25 to new module areas in AY25/26](#)