

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

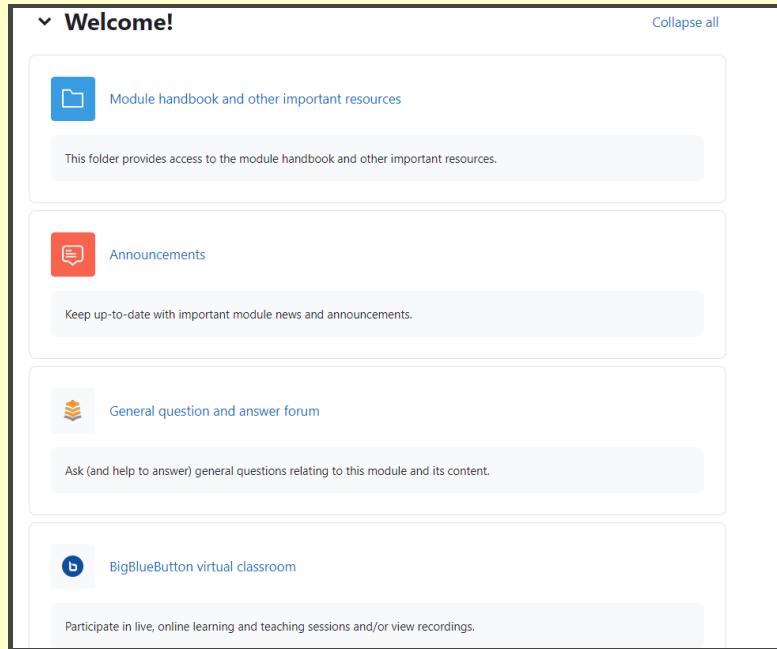
Files you've uploaded to the module

Leave it by default

Jump to final step Cancel **Next**

Step 4: Choose the resources that you want to backup

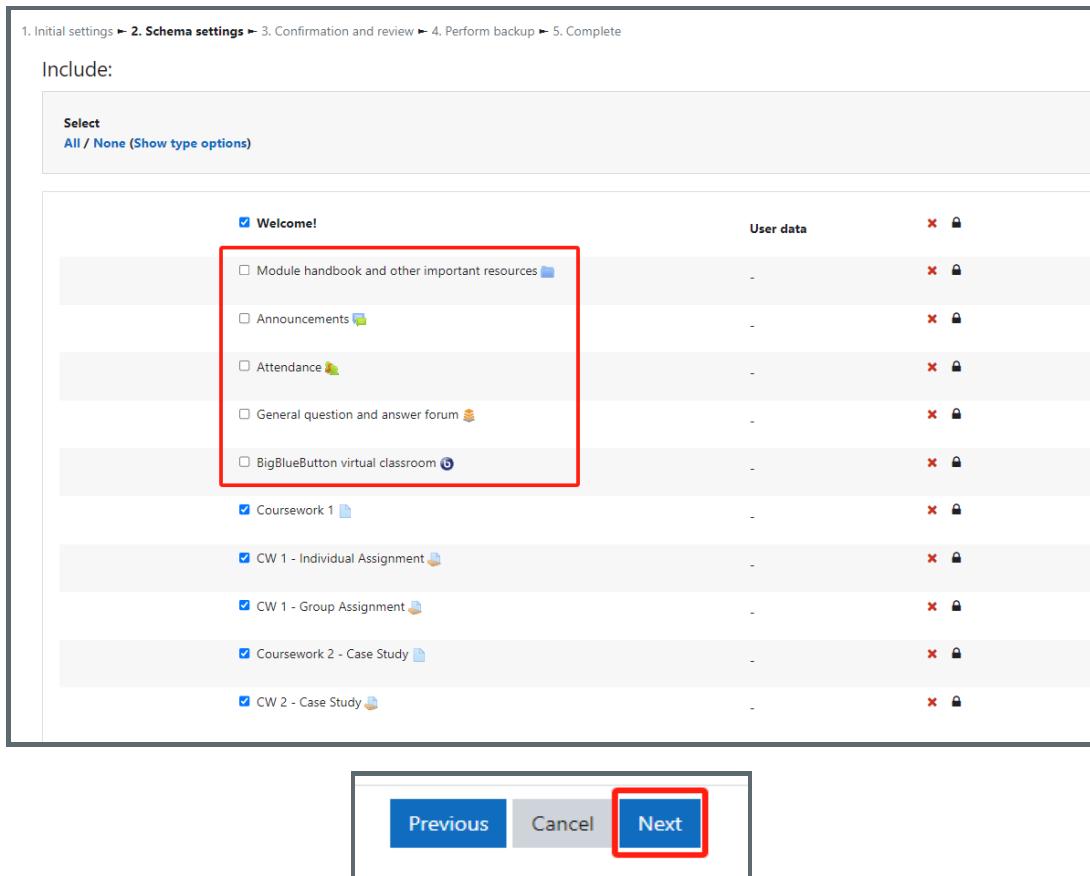
 'Module handbook and other important resources', 'Announcements', 'General question and answer forum' and 'BigBlueButton virtual classroom' are the default activities and already established in your modules in the LM Core system. You don't need to backup and restore the default activities.



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.

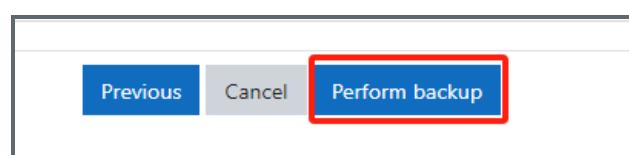
1. Untick 'Module handbook and other important resources', 'Announcements', 'Attendance', 'General question and answer forum' and 'BigBlueButton virtual classroom'.
2. Untick the activities and files you don't want to backup and click 'Next'



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.

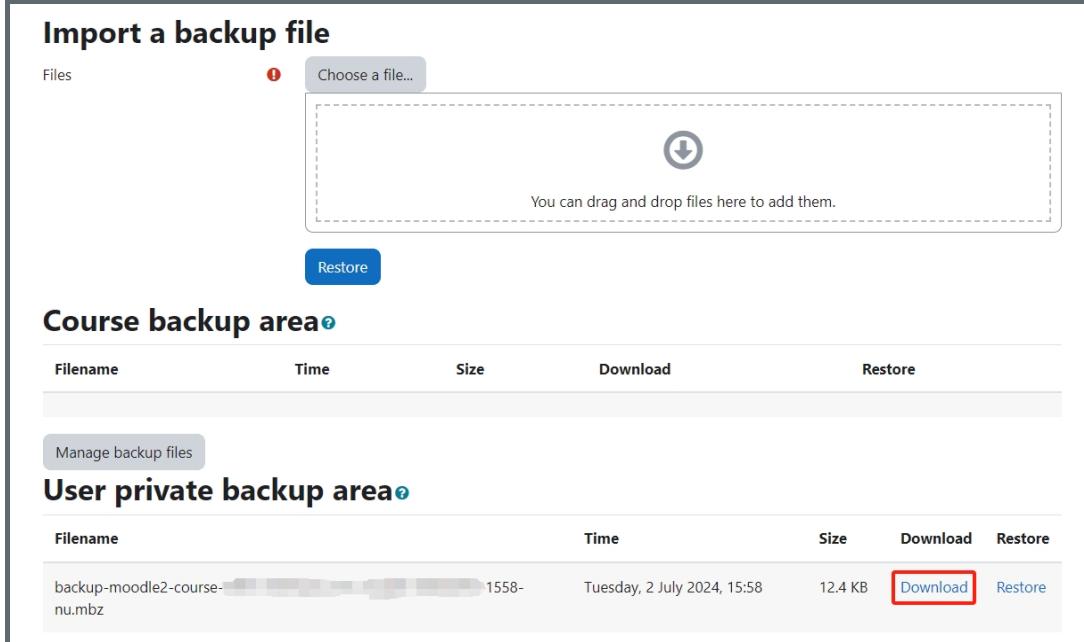
1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. Perform backup ► **5. Complete**

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
Course backup area	Tuesday, 2 July 2024, 15:58	12.4 KB	Download	Restore

User private backup area

Filename	Time	Size	Download	Restore
backup-moodle2-course-1558-.nu.mbz	Tuesday, 2 July 2024, 15:58	12.4 KB	Download	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](#)