

# Module migration - backup module

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👁 2478 💬 0

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 archive system.)
2. Module Restore (A paste step to AY23-24 Core system for you to utilize past year 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)

## Table of Contents

[Step 1: Open the Archive System and log in](#)

[Step 2: Choose 'Backup'](#)

[Step 3: Adjust the Backup settings](#)


- Step 4: Choose the resources that you want to backup
- Step 5: Scroll the page down and click Perform backup
- Step 6: Click 'Continue'
- Step 7: Download the backup file

## Step 1: Open the Archive System and log in

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



If you would like to view modules and your learning records for the last academic year (AY22-23), please click:

**Archive System AY22-23**

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

**Archive Systems**

## Step 2: Choose 'Backup'

1. Open the course you want to back up.
2. Click the gear icon in the upper right corner.
3. Choose 'Backup'.

2223-S2

Dashboard / Courses / International Business School Suzhou / Department of Accounting /

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.

Attendance

Record and track attendance.

General question and answer forum

Ask (and help to answer) general questions relating to this module and its content.

BigBlueButton virtual classroom

Utilities

QR code

Form at

Size

Download

Edit settings  
 Course completion  
 Filters  
 Gradebook setup  
 Outcomes  
**Backup**  
 Restore  
 Import  
 Reset  
 Recycle bin  
 Import to section  
 Reminders  
 More...

### Step 3: Adjust the Backup settings

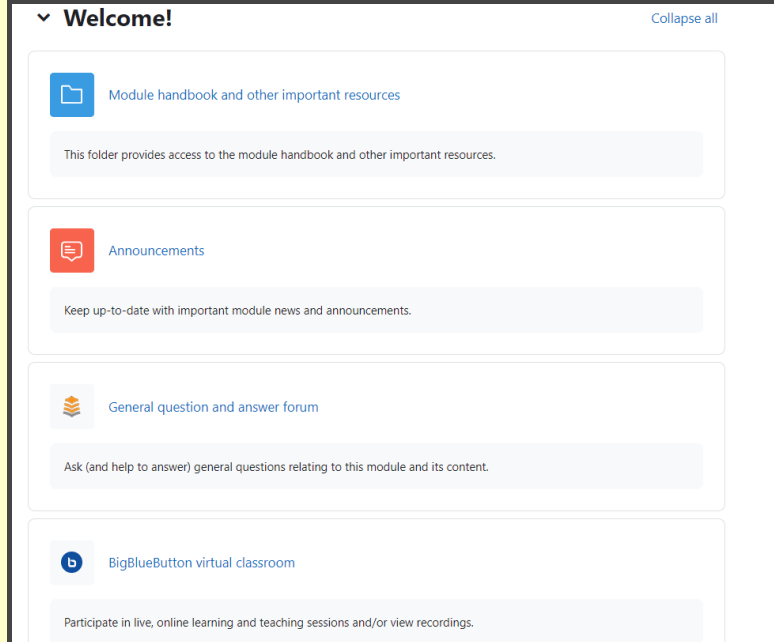
Adjust the Backup settings and click 'Next'.

Include enrolled users	<input type="checkbox"/>	
Anonymize user information	<input type="checkbox"/>	
Include user role assignments	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	Include activities and resources
Include blocks	<input type="checkbox"/>	Activities you've created on the module
	<input checked="" type="checkbox"/>	Files you've uploaded to the module
Include filters	<input type="checkbox"/>	
Include comments	<input type="checkbox"/>	
Include badges	<input type="checkbox"/>	
Include calendar events	<input type="checkbox"/>	
Include user completion details	<input type="checkbox"/>	
Include course logs	<input type="checkbox"/>	
Include grade history	<input type="checkbox"/>	
Include question bank	<input type="checkbox"/>	
Include groups and groupings	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	Include custom fields
Include content bank content	<input type="checkbox"/>	Leave it by default
Include legacy course files	<input type="checkbox"/>	

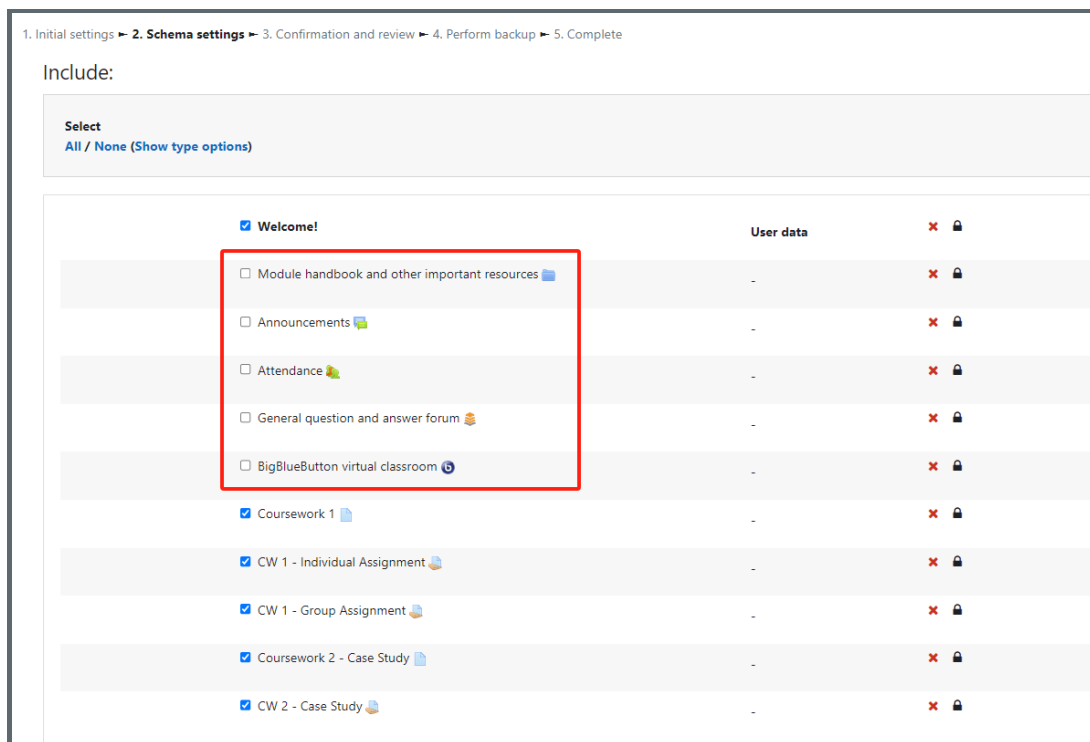
[Jump to final step](#)
[Cancel](#)
[Next](#)

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

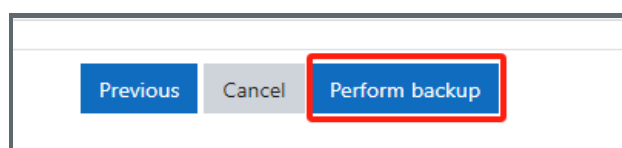
'Module handbook and other important resources', 'Announcements', 'General question and answer forum' and 'BigBlueButton virtual classroom' are the default activities and already established in your modules in the LM Core system. You don't need to backup and restore the default activities.



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'



Step 5: Scroll the page down and click Perform backup



Step 6: Click 'Continue'

The backup file was successfully created.

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

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/module-migration-backup-module-376.html>