

## HOW TO MIGRATE YOUR COURSE CONTENT TO LEARN2024

### HOW TO:

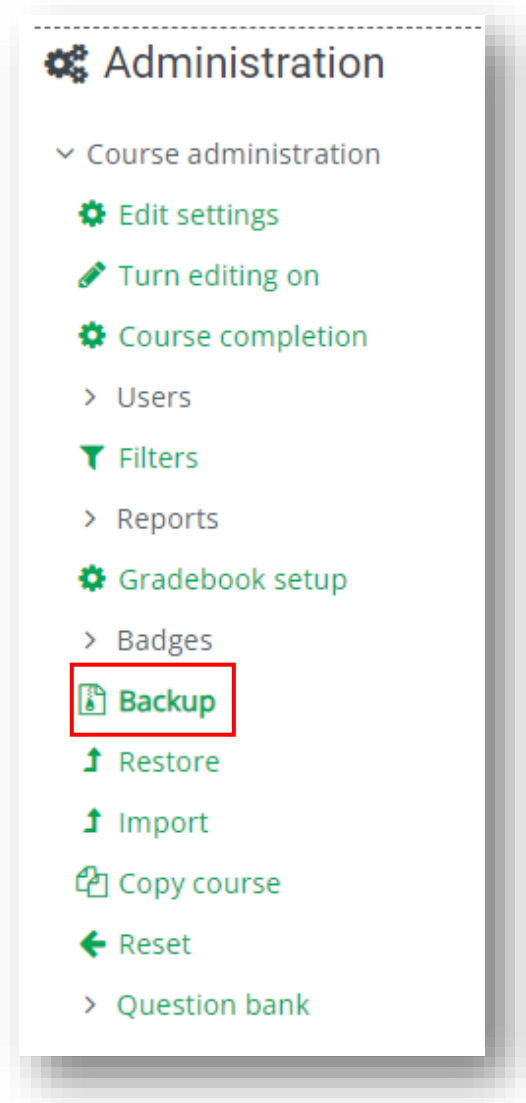
- A. Backup and Download your existing course content from  
<https://learn2023.ukzn.ac.za/>
- B. Upload and Restore the course backup to  
<https://learn2024.ukzn.ac.za/>

### PLEASE NOTE:

- You must be a **Teacher** on both Learn sites' courses before proceeding.
- Go to <https://moodlecourseteacher.ukzn.ac.za> to add yourself as a teacher to your course module.
- Your course enrolments will only be reflected on Learn2024 the following day.

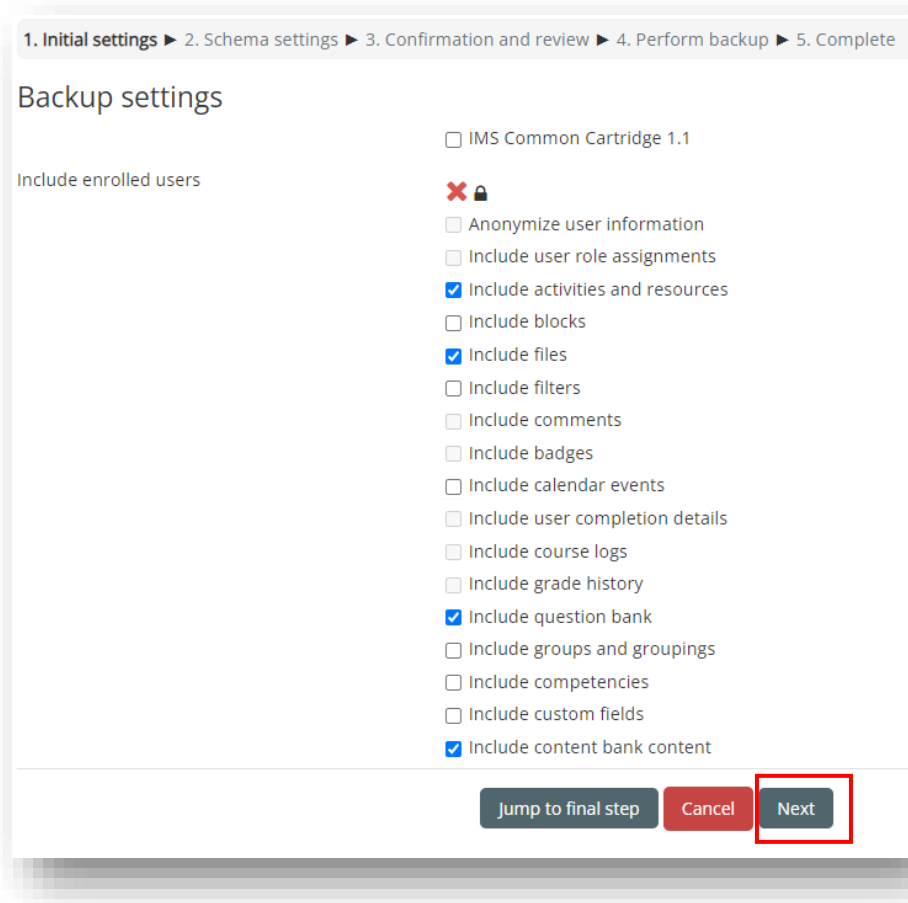
## A. BACKUP & DOWNLOAD

1. Enter your old course on <https://learn2023.ukzn.ac.za/> and scroll down and click on **Backup** in the Administration block.



- You will need to select **Include Activity and Resources**, **Include Files**, and **Include question bank**.


If you are using **HP5**, you need to check **Include Content Bank Content**. Then click **Next**.



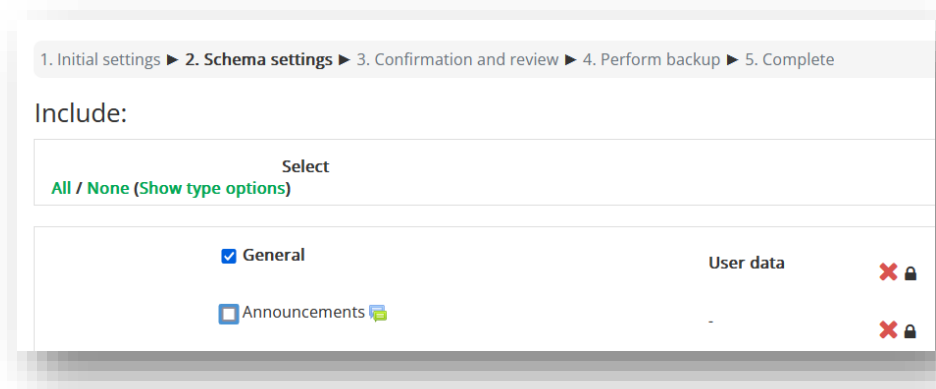
1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete

### Backup settings

Include enrolled users

- IMS Common Cartridge 1.1
-  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 competencies
- Include custom fields
- Include content bank content




- Deselect **Announcements**, and **QPA Questionnaires**, then click **Next**.



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

### Include:

Select  
All / None (Show type options)

<input checked="" type="checkbox"/> General	User data	<input checked="" type="checkbox"/> 
<input type="checkbox"/> Announcements 	-	<input checked="" type="checkbox"/> 

- Confirm your backup settings and scroll to the bottom of the page, and click **Perform backup**. Wait for the backup to complete, then click **Continue**

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

Filename

Filename

Backup settings

IMS Common Cartridge 1.1	✗
Include enrolled users	✗ 🔒
Anonymize user information	✗ 🔒
Include user role assignments	✗ 🔒
Include activities and resources	✓
Include blocks	✗
Include files	✓

Previous Cancel **Perform backup**

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

The backup file was successfully created.

**Continue**

- Download** the backup to your computer.

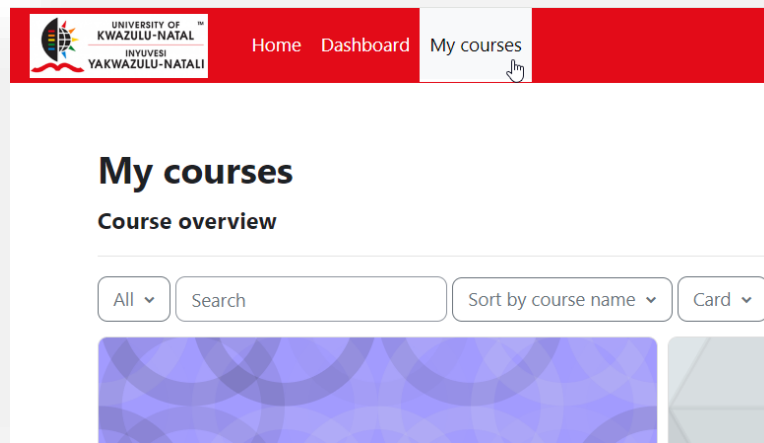
Manage backup files

User private backup area

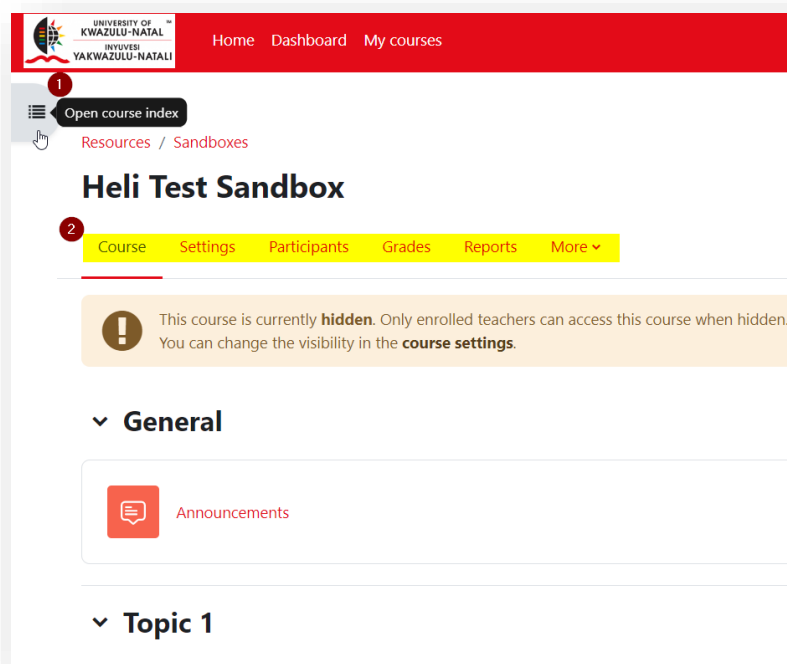
Filename	Time	Size	Download	Restore
backup-moodle2-course-61-kritc-20221205-1034-nu.mbz	Monday, 5 December 2022, 10:37 AM	5.4MB	<a href="#">Download</a>	<a href="#">Restore</a>

## B. UPLOAD & RESTORE

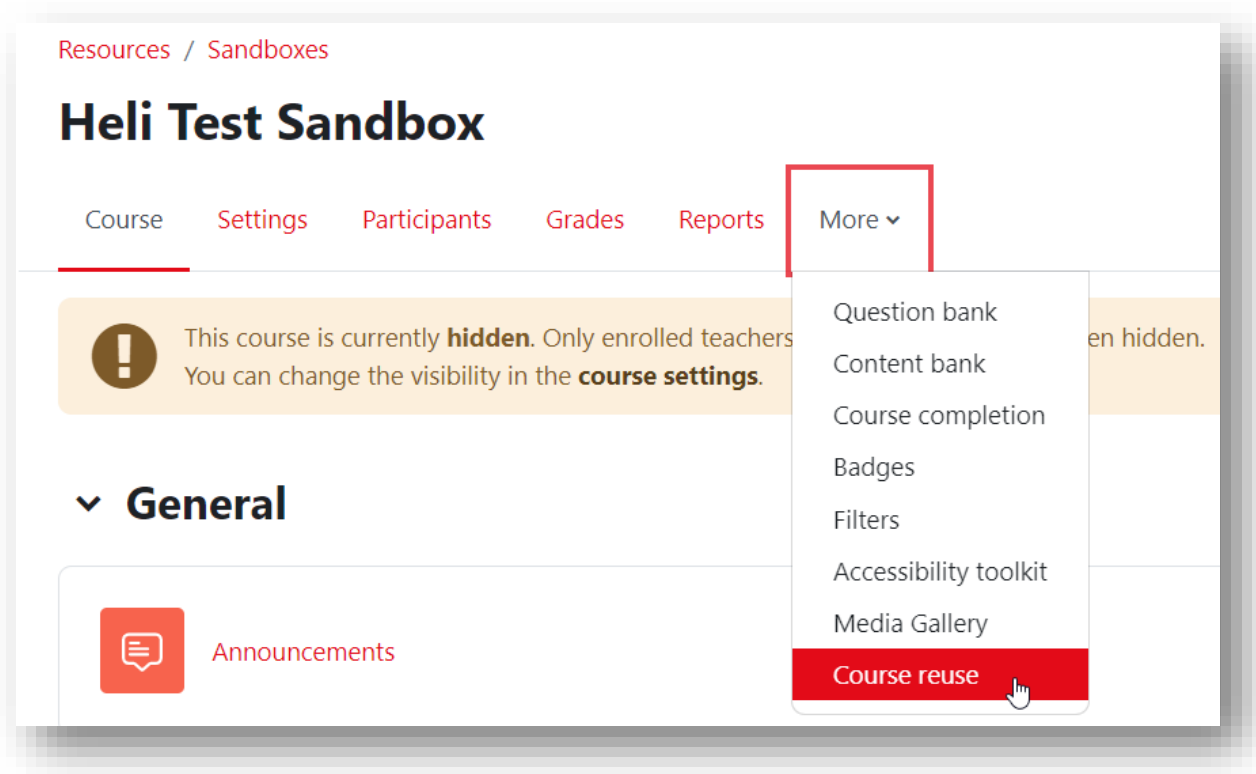
1. Login to <https://learn2024.ukzn.ac.za/> and enter your course. You will see a list of courses you are enrolled in by opening the **My courses** page in the Primary navigation.



Once you enter your course, please take note of the new (1) **Course index** and (2) **Secondary navigation** in Moodle 4.



2. Expand **More** in the Secondary navigation and click on **Course reuse**.



Resources / Sandboxes

## Heli Test Sandbox

Course Settings Participants Grades Reports More ▾

**!** This course is currently **hidden**. Only enrolled teachers can see this course. You can change the visibility in the **course settings**.

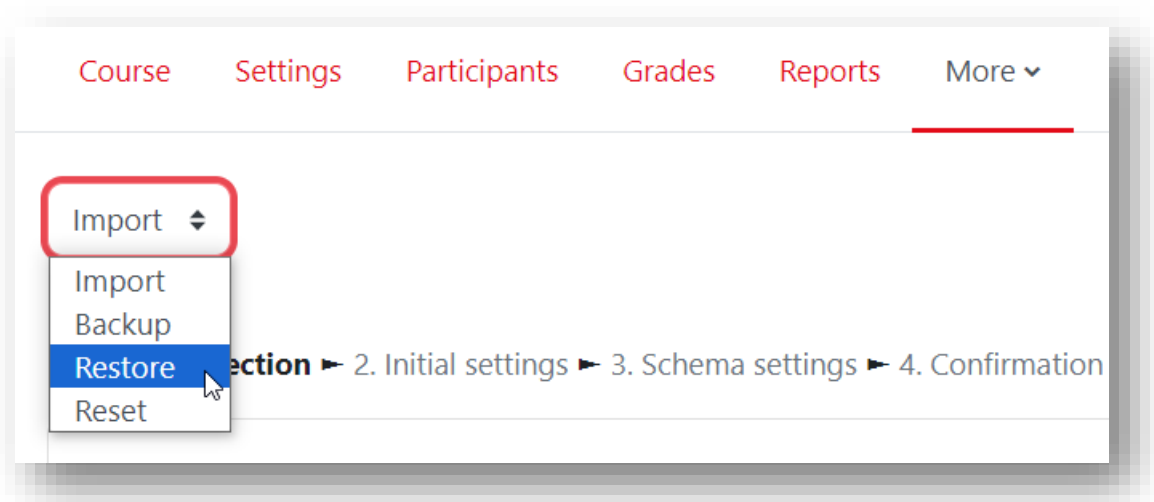
en hidden.

### General

Announcements

- Question bank
- Content bank
- Course completion
- Badges
- Filters
- Accessibility toolkit
- Media Gallery
- Course reuse**

3. Change from Import to **Restore**



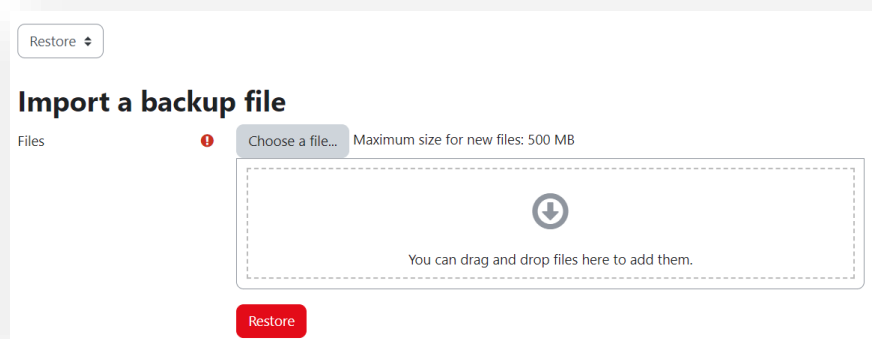
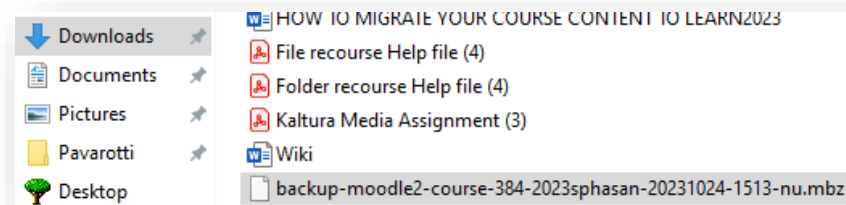
Course Settings Participants Grades Reports More ▾

Import ▾

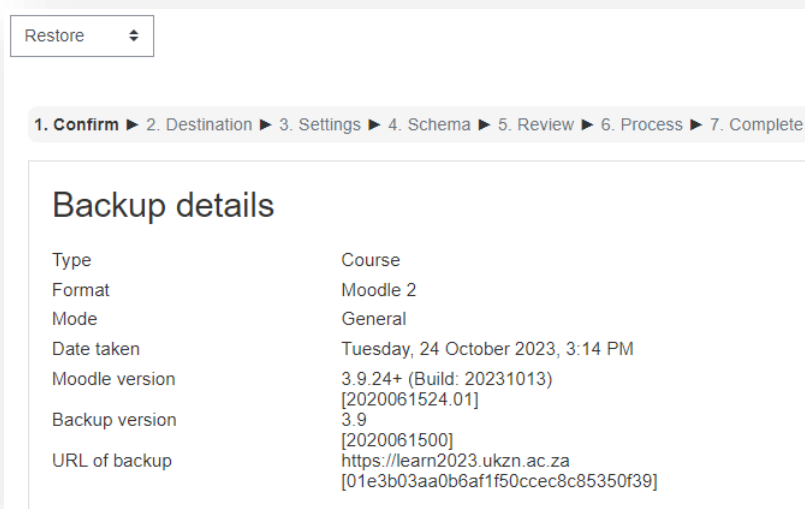
- Import
- Backup
- Restore**
- Reset

ection ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation

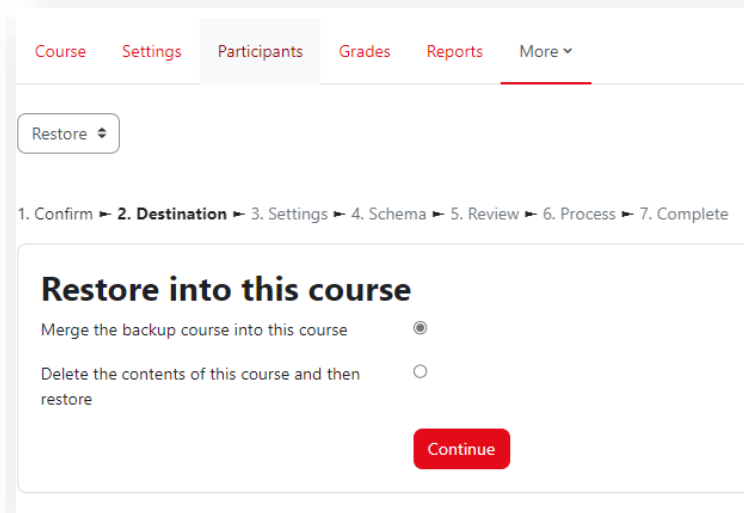
4. On your computer, open Windows Explorer and locate your recently downloaded backup file. Drag and drop your backup file into the new course restore area.



5. Once uploaded, click on **Restore**.
6. Scroll to the bottom of the page and click **Continue**



7. Leave the default *Merge the backup into this course* and click **Continue**.



Course Settings Participants Grades Reports More ▾

Restore ▾

1. Confirm ▶ 2. **Destination** ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete

### Restore into this course

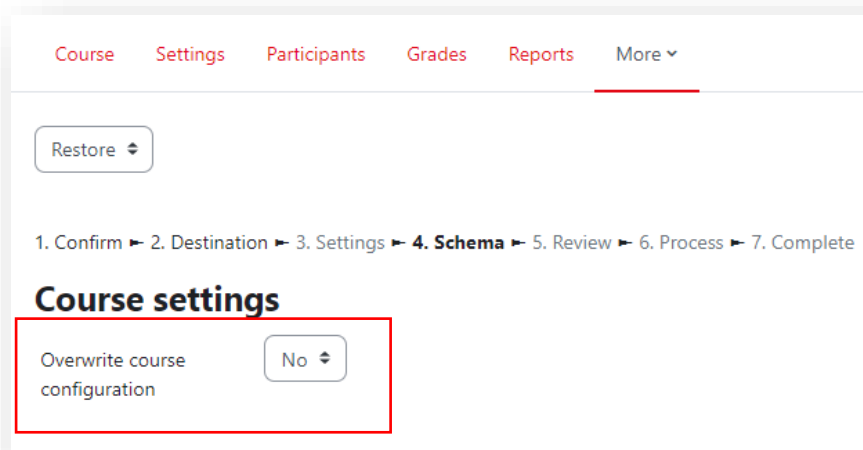
Merge the backup course into this course

Delete the contents of this course and then restore

**Continue**

8. Click **Next**.

9. Leave Overwrite course configuration set to *No*, scroll down, and click **Next**.



Course Settings Participants Grades Reports More ▾

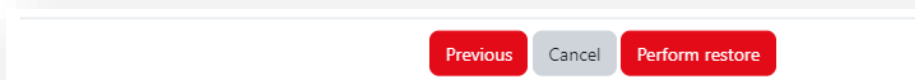
Restore ▾

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. **Schema** ▶ 5. Review ▶ 6. Process ▶ 7. Complete

### Course settings

Overwrite course configuration **No** ▾

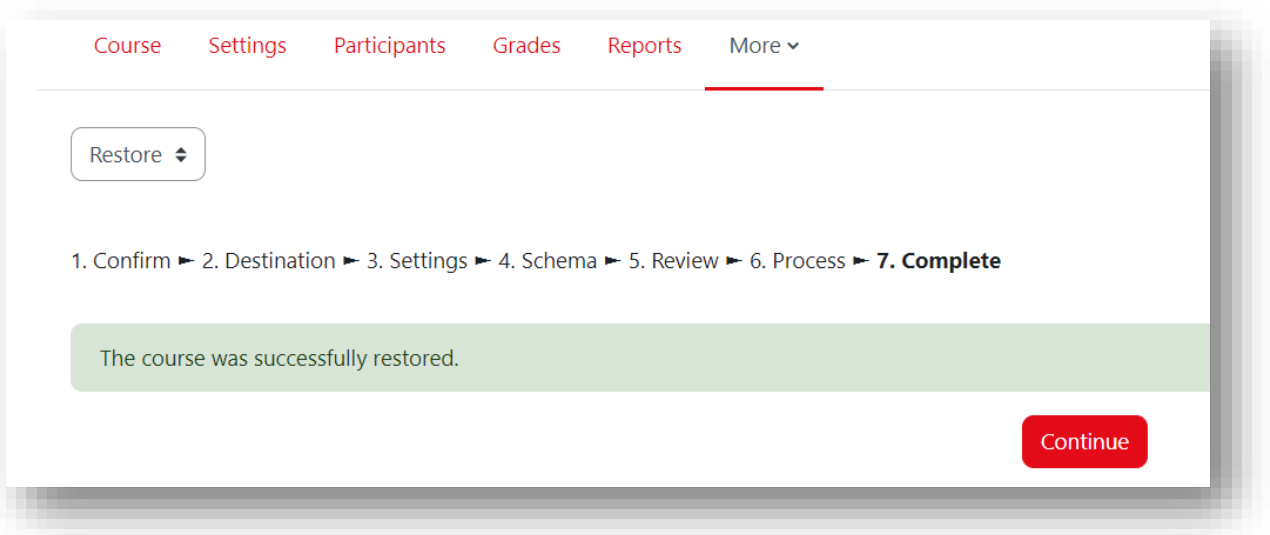
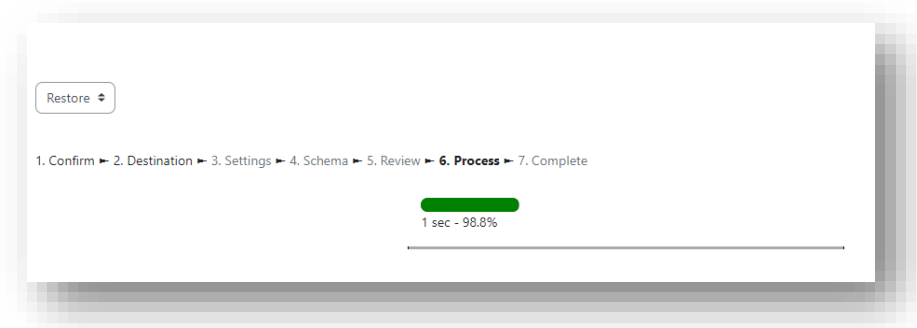
10. Scroll down and Click **Perform restore**



**Previous** **Cancel** **Perform restore**



11. Click **Continue**



12. Wait for the restore to complete. The following screen will be displayed. Click **Continue**.

Congratulations! You have successfully migrated your content to Learn2024