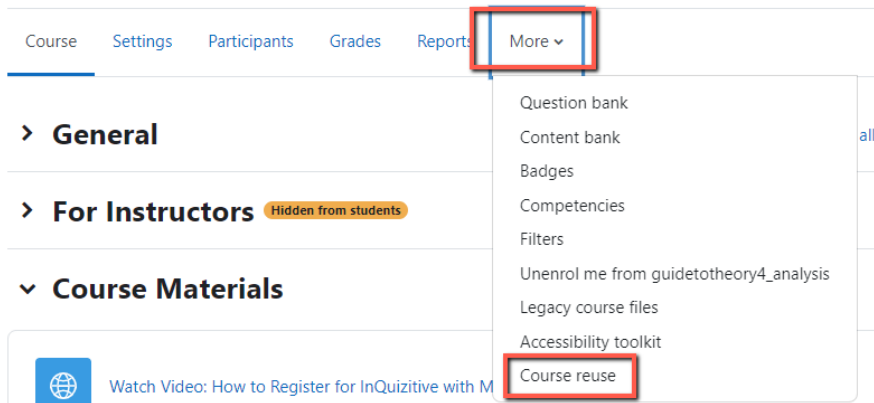


Moodle Course Copy Instructions

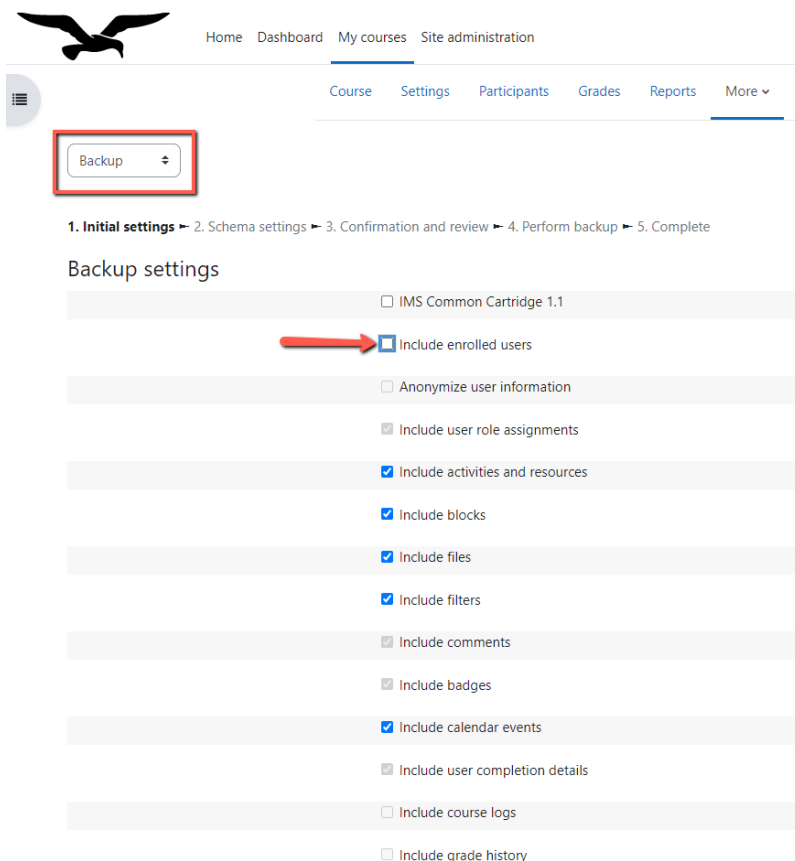
Last Modified on 11/20/2024 10:55 am EST

Backup the current course

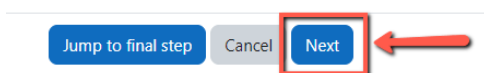
- Open the current term's course that has Norton digital learning tools in it.
- From menu at the top of the course, select Course reuse from the More drop down menu



- Select Backup from the drop down menu



- De-select Include enrolled users
- Click Next.



- By default, all Topics and Activities will be selected for copy in the "Schema Settings" section. De-select any content you do not wish to copy over, then click Next.

Backup ▾

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

Filename

Filename ❗ backup-moodle2-course-10-guidetheory4_analysis-202

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	✅
Include filters	✅

- Review and confirm your backup settings, then click **Perform Backup**.
- Click **Continue** beneath the successful backup creation notification.

Backup ▾

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

The backup file was successfully created. ✕



- Download the backup file to your device

Restore the course content in the new course shell

- Navigate to the course shell into which you would like to copy your existing course's content.
- From menu at the top of the course, select Course reuse from the More drop down menu.
- Select Restore from the dropdown menu
- Select Restore from the User private backup area

Restore ▾ ←

Import a backup file

Files

❗ Choose a file...

You can drag and drop files here to add them.

[Restore](#)

There are required fields in this form marked ❗.
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-10-guidetheory4_analysis-20240731-1644-nu.mbz	Wednesday, 31 July 2024, 4:50 PM	1.3 MB	Download	Restore ↘

Manage backup files

- Review the Backup details

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

Backup details

Type	Course
Format	Moodle 2
Mode	General
Date taken	Wednesday, 31 July 2024, 4:50 PM
Moodle version	4.0.1+ (Build: 20220512) [2022041901.01]
Backup version	4.0 [2022041900]
URL of backup	https://mdl-a.wnorton.com/mdl40 [c63bdbc0435f920e7a612285fc7869dc]

- Scroll down and click the Continue button
- Select the Destination location of the restore

Import ▾

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

- In the Restore into this course section select Merge the backup course into this course and click the Continue button

Restore into this course

Merge the backup course into this course

Delete the contents of this course and then restore

Continue

- Review the Restore settings and click the Next button
- Review the Course settings and click the Next button
- Review the Restore settings once again and click the Perform Restore button

Previous Cancel **Perform restore**

- Wait while the restore processes
- Click the Continue button when the restore completes

Import ▾

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

The course was restored successfully, clicking the continue button below will take you to view the course you restored.

Continue

Confirm content was copied

- Confirm the content area in which you have the Norton digital learning tool links exists in the new course and the links are present
- Check Grades to ensure the gradable links restored the new course gradebook

Next Steps

- In order to complete your course set up, you must create a Student Set for your Norton product. Steps to get you started can be found here: [Create a Student Set](#)

Reporting error messages

Please take a screenshot and/or copy the text from the error message and contact [W. W. Norton Customer Support](#) for assistance. A support specialist will contact you to assist with further troubleshooting.