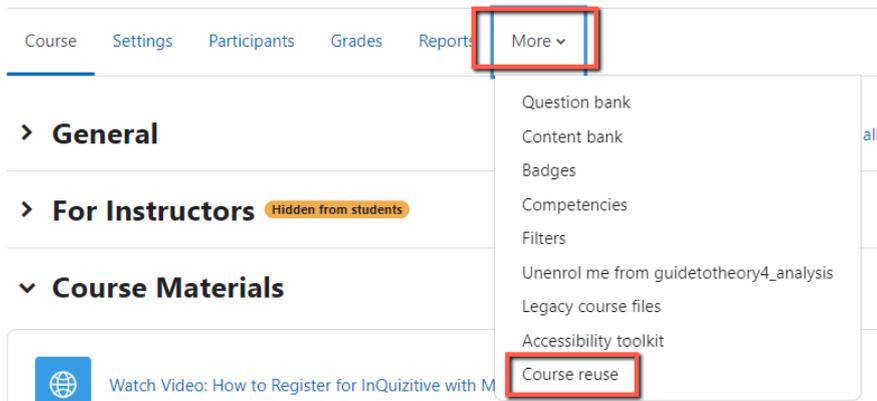


# Moodle Course Copy Instructions

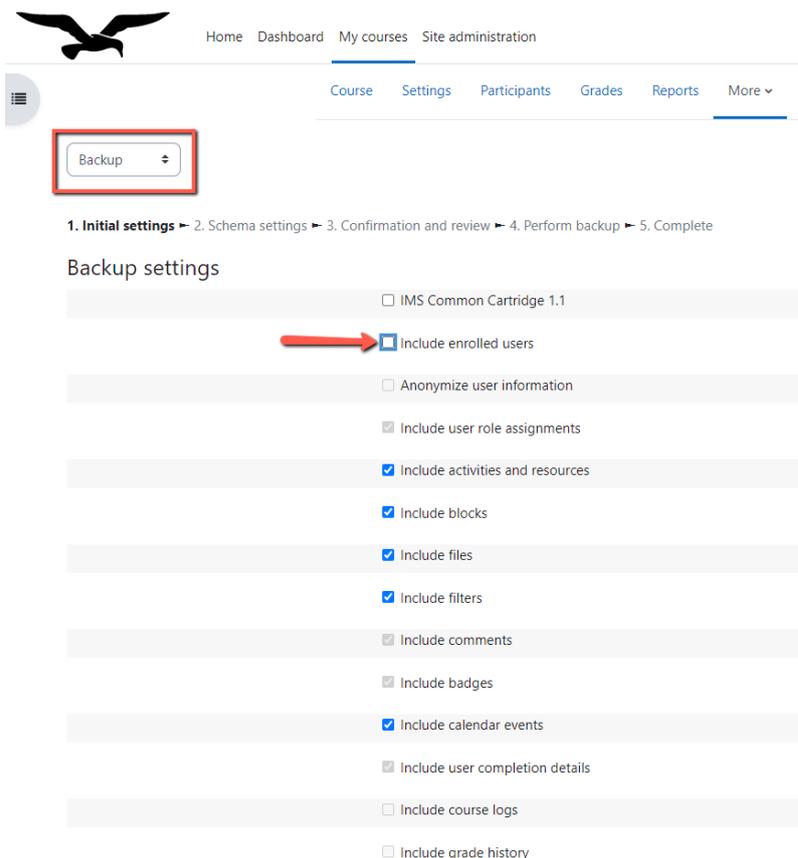
Last Modified on 03/25/2026 6:50 am EDT

## 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-guidetotheory4\_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
----------	------	------	----------	---------

Manage backup files

### User private backup area

Filename	Time	Size	Download	Restore
backup-moodle2-course-10-guidetotheory4_analysis-20240731-1644-nu.mbz	Wednesday, 31 July 2024, 4:50 PM	1.3 MB	<a href="#">Download</a>	<a href="#">Restore</a> <span style="color: red;">↘</span>

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.