Step One: Creating a backup
The first step to copying a course into another course involves creating a backup.

To create a backup:

1. **Start in the course to be copied** into another course.
2. From the Settings block, click the Backup link.

### Initial settings

3. Select the **Backup settings** you want to copy. You will only be able to select the following items:
   - Include activities
   - Include blocks
   - Include filters
   - IMS Common Cartridge
     (Only select this option if you are importing a course cartridge into your course.)
   - Include PLD data
   - Include PLD data log
     (Only select PLD options if you’ve utilized Personal Learning Designer activities in your course.)

**Note:** The other options are NOT available for selection.

4. Click the **Next** button.

### Schema settings

5. **Select the items** you want to be included in the backup.
6. Click the **Next** button.

**Note:**
- The red Xs do not indicate an error. Rather, they communicate that no user data is being copied.
- At the very bottom of the page you can choose to include your QuickMail history if you’d like to archive your communications.
Confirmation and review
You will see the file name for the backup as well as the Backup settings Moodle will/will not include in the backup.

7. **Confirm** there is a green check mark next to the items to be included in the backup.
8. Click the **Perform backup** button in the bottom right hand corner.

**Note:**
- Do not let the red Xs alarm you. They do not indicate an error.
- Moodle uses them to communicate what is not being included in the backup. This holds true for user data too.
- You can return to previous pages to make any changes by using the links in the breadcrumb trail at the top of each page.

Complete
*Once your back up file is successfully created, click the Continue button to begin the restore process*

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**Step Two: Restore backup to another course**
The second step to copying a course involves restoring the backup you created into the destination course.

1. From the User private backup area, click the **Restore** link.

**Note:** If you are restoring your course later, you can access the User private backup area by clicking the Restore link from the Settings block of your course.
Confirm
Moodle displays all of the items from the backup that Moodle will restore into the destination course.

2. Click the Continue button at the bottom of the page to proceed to the next step.

Destination
Below the heading Restore into existing course:

3. Choose one depending upon your desired outcome:
   
   • **Merge the backup with the existing (destination) course:** Moodle will NOT delete any existing content. Rather, just add the backup content to it.
     
   [OR]
   
   • **[RECOMMENDED] Delete the contents of the existing (destination) course before restore:** Moodle will erase the content in the destination course first and then restore the backup. (Deleted content will not be able to be restored.)

4. Select a destination course.
   
   **Note:** Moodle only displays 10 courses at time. If your course is not listed, use the Search box to locate it. (Tip: If you are looking for a Master course, try searching for your username.)

5. Click the Continue button.

Settings
Moodle will display the Restore settings.

6. Click the Next button.

**Note:** You may see a red “Course settings will be altered...” message. This is NOT an error. It is to inform you that the course settings will match the settings in the destination course, not the backup course.
Schema
Next Moodle will display the Course settings in addition to the Restore settings.

7. Select the items from the backup you want Moodle to restore into the destination course.
8. Click the Next button.

Review
Review one last time the items that are going to be restored into the selected destination course.

9. When you are ready to perform the restore (copy the course), click Perform Restore button.

Complete

10. Click the Continue button to proceed into your newly restored (copied) course.