

#### HOW TO MIGRATE YOUR COURSE CONTENT TO LEARN2025

#### HOW TO:

- A. Backup and Download your existing course content from https://learn2024.ukzn.ac.za/
- B. Upload and Restore the course backup to <u>https://learn2025.ukzn.ac.za/</u>

#### PLEASE NOTE:

- Learn2024 is red, Learn2025 is blue.
- You must be a **Teacher** on both Learn sites' courses before proceeding.
- Go to <u>https://moodlecourseteacher.ukzn.ac.za</u> to link yourself to your courses.
- Your course enrolments may only be reflected on Learn2025 the following day.



#### A. BACKUP & DOWNLOAD

1. Enter your old course on <a href="https://learn2024.ukzn.ac.za/">https://learn2024.ukzn.ac.za/</a>, expand the More dropdown menu and click on Course reuse.

× Topic 1			Topic 1			Course r	euse 🤳
					Media G	allery	
					Accessib	ility toolkit	
	Announcer	nents			Filters		
					Badges		
					Course o	completion	
Gei	neral				Content	bank	
					Question	n bank	
ourse	Settings	Participants	Grades	Reports	More 🗸		

2. Select **Backup** in the Course reuse options menu

Import Import Backup	Course	Settings	Participants	Grades	Reports	More 🗸
Import Import Backup		ר				
Import         Backup       ection ► 2. Initial settings ► 3. Schema settings ► 4. Confirmation	Import 🕈					
Backup ection ► 2. Initial settings ► 3. Schema settings ► 4. Confirmation	Import					
	Backup	<sub>∂</sub> ection ► 2.	Initial settings	<ul> <li>3. Schema</li> </ul>	settings ► 4	. Confirmation



#### 3. Keep the Backup default options checked and then click **Next**.

1. Initial settings ► 2. Schema settings ► 3. Confirmation	on and review 🛏 4. Perform backup 🛏 5. Complete
Backup settings	
	IMS Common Cartridge 1.1
Include enrolled users	* A
Anonymize user information	× A
	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 custom fields
	Include content bank content
	Include legacy course files
	Jump to final step Cancel Next



- 4. Please use this optunity to deselect 2024 items that should not be restored to your fresh 2025 course, Most importantly **do not backup your 2024 QPA Questionnaire**, in order to receive a 2025 QPA report you will need to **add 2025 QPA questionnaires** in the new course. You also do not require 2024 Zoom meetings and recordings in your 2025 course. The 2025 course already has an **Announcements** forum so this one will create a duplicate.
- (NB: Please ensure there are NO 2024 QPA Questionaires in 2025 courses!)

form backup ► 5. Compl	lete	
User data	×	<b>A</b>
-	×	
-	×	
	form backup ► 5. Comp User data -	form backup ► 5. Complete User data

 Scroll down and click Next, then 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
The backup file was successfully created.	
Continue	2

6. **Download** the backup to your computer.

Required	up areaø					
Filename	Time	Size	Download	Res	tore	
Manage backup files <b>User private</b>	backup areaø					
Filename			Time	Size	Download	Restore
	7100 20245-5-20151 20241212	-1023-nu mbz	Thursday, 12 December 2024, 10	24 AM 69 KB	Download	Restore



#### **B. UPLOAD & RESTORE**

 Login to <u>https://learn2025.ukzn.ac.za/</u> 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.

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

Course	Settings	Participants	Grades	Reports	More 🗸	
0	This course is You can chan	currently <b>hidde</b> ge the visibility ir	<b>n</b> . Only enro n the <b>course</b>	lled teachers • <b>settings</b> .	Question Content	n bank bank
Gener	al				Badges Filters	ompletion
Secon	nd Sandbox	This is <b>English</b>			Media G Course r	allery euse 👆



3. Change from Import to **Restore**.

Course	Settings	Participants	Grades	Reports	More 🗸
Import 🗢	ר				
Import Backup		Initial cottings	2 Cohomo	cottings > 4	Confirmation
Restore	ection ► 2.	Initial settings •	- 3. Schema	settings 🖛 4	. Confirmatio

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 (or *Choose a file* and upload).

Imp	oort a backup	file			
Files		Choose	a file Maximu	ım size for new files	: 250 MI
					Dro
View					
t <b>py path</b> ste shortcut	Move Copy to to	New item •	Properties	<ul> <li>Select all</li> <li>Select none</li> <li>Invert selection</li> </ul>	
	Organise	New	Open	Select	
> Windov	vs (C:) > Users > guyk > Down	loads			
hoto Print					
		Date modified	Туре	Size	
Name					
Name -⁄ Today (1)		2024/12/12 11-14	MBZ File	7 KB	
Name ✓ Today (1) backup	o-moodle2-course-7196-2024hsbx	2024/12/12 11:44			

5. Once uploaded, click on **Restore**.



6. Scroll to the bottom of the *Confirm* page and click **Continue**.

Course	Settings	Participants	Grades	Reports	More 🗸	
Restore 🕈	;					
1. Confirm	► 2. Destinat	tion 🛏 3. Setting	s 🛏 4. Scher	na 🛏 5. Revie	ew 🛏 6. Process	s ► 7. Complete
Bac	kup de	etails				- 1

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

course	Settings	Participants	Grades	Reports	More 🗸	
Restore 🗢						
Confirm 🕨	- 2. Destinat	tion ► 3. Setting	s ► 4. Scher	ma 🛏 5. Revi	ew 🛏 6. Process 🖛 7. Comp	lete
Rest	ore in	to this c	ourse	•		
Merge th	e backup co					
course		urse into this	۲			
course Delete th then rest	e contents o ore	urse into this f this course and				



- 8. Scroll down and click Next.
- Leave the Schema Overwrite course configuration set to No. Double check that you are not restoring redundant content to your new course and uncheck what you do not need.

(NB: Please ensure there are NO 2024 QPA Questionaires in 2025 courses!)

10. Scroll down, and click Next.

Course	Settings	Participants	Grades	Reports	More 🗸				
Restore 🕈									
1. Confirm ► 2. Destination ► 3. Settings ► 4. Schema ► 5. Review ► 6. Proces									
Course settings									
Overwrite c configuratio	ourse	No 🗢							

11. Scroll down and Click Perform restore



12. Click **Continue** 



Restore ◆         1. Confirm ► 2. Destination ► 3. Settings ► 4. Schema ► 5. Review ► 6. Process ► 7. Complete         The course was successfully restored.	Course	Settings	Participants	Grades	Reports	More 🗸					
1. Confirm ► 2. Destination ► 3. Settings ► 4. Schema ► 5. Review ► 6. Process ► 7. Complete The course was successfully restored.	Restore \$										
The course was successfully restored.	1. Confirm ► 2. Destination ► 3. Settings ► 4. Schema ► 5. Review ► 6. Process ► <b>7. Complete</b>										
Continue	The cour	se was succes	ssfully restored.								
							Continue				

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

#### Congratulations! You have successfully migrated your content to Learn2025