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
   https://**learn2025**.ukzn.ac.za/

PLEASE NOTE:

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

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A. BACKUP & DOWNLOAD

1. Enter your old course on https://learn2024.ukzn.ac.za/, expand the **More** dropdown menu and click on **Course reuse**.
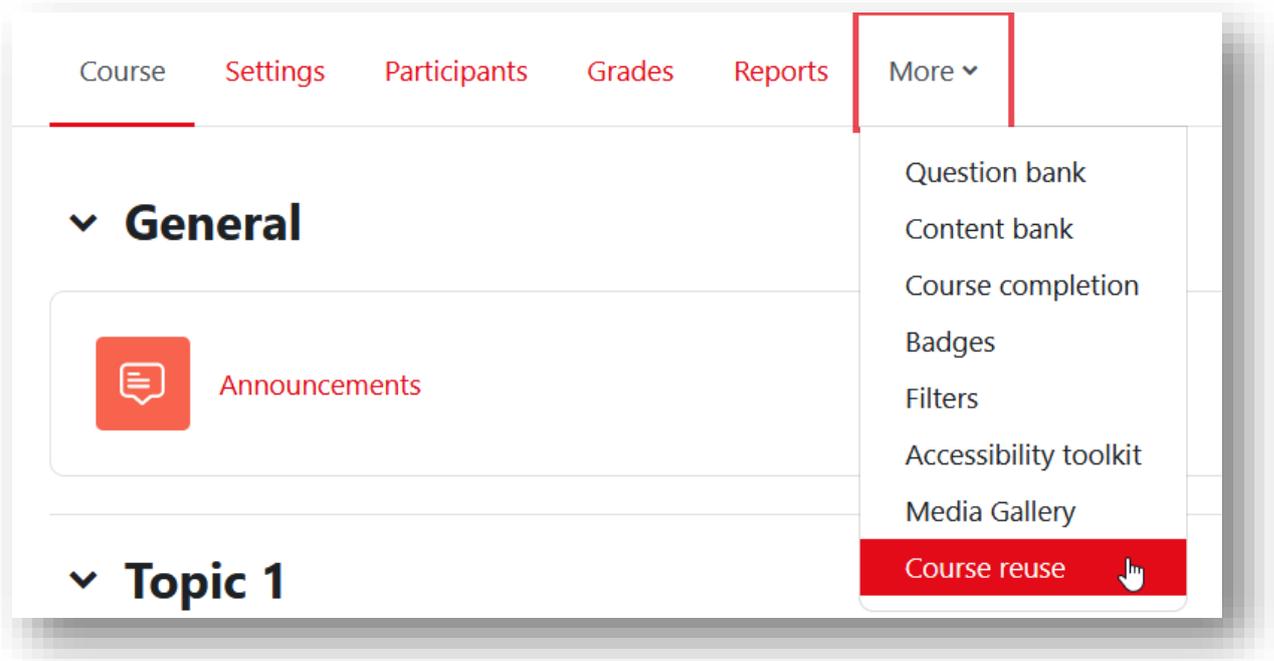
2. Select **Backup** in the Course reuse options menu

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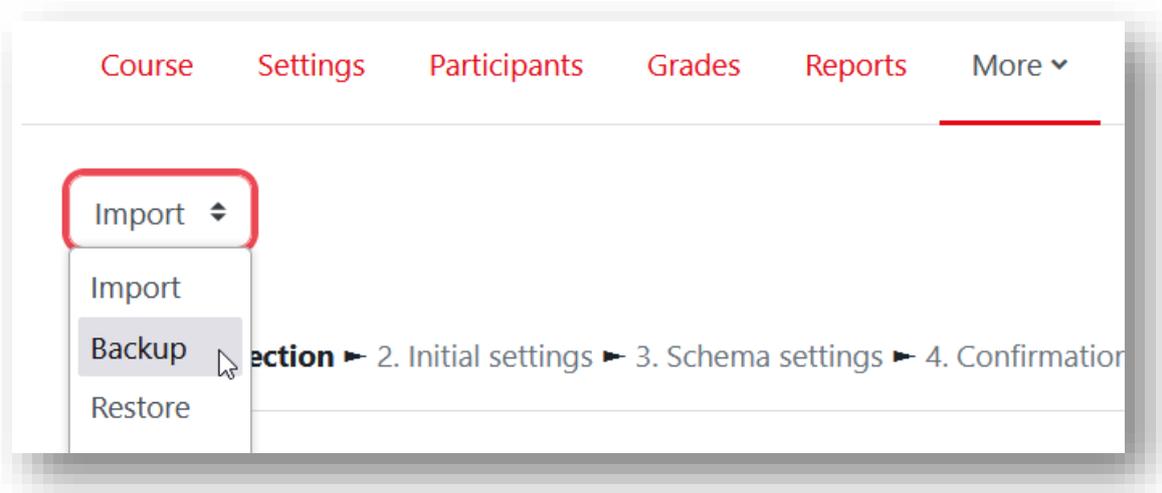
3. Keep the Backup default options checked and then click **Next**.

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

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
	☑ 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!)

5. 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**

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

The backup file was successfully created.

Continue

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

Course backup area

Filename	Time	Size	Download	Restore

Manage backup files

User private backup area

Filename	Time	Size	Download	Restore
backup-moodle2-course-7196-2024hsbx301h1-20241212-1023-nu.mbz	Thursday, 12 December 2024, 10:24 AM	6.9 KB	Download	Restore

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B. UPLOAD & RESTORE

1. Login to https://learn2025.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.
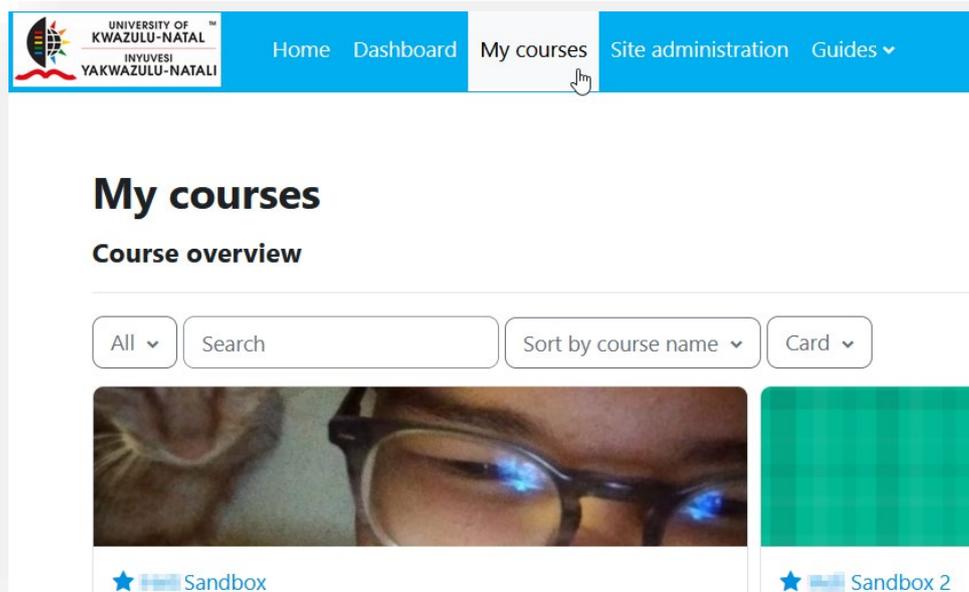
2. Expand **More** in the Secondary navigation and click on **Course reuse**.

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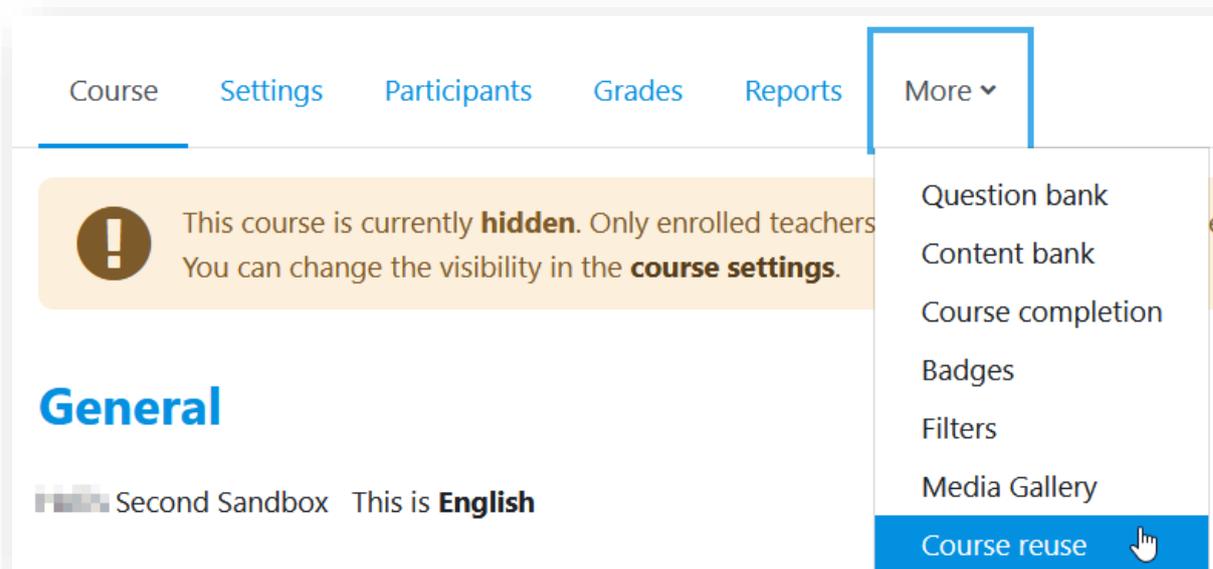
3. Change from Import to **Restore**.
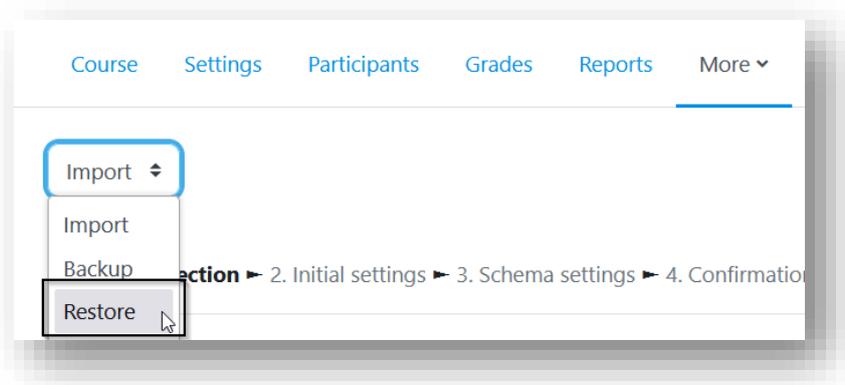
4. On your computer, open Windows Explorer and locate your recently downloaded backup file. Drag and drop your backup file into the new course restore area (or *Choose a file* and upload).
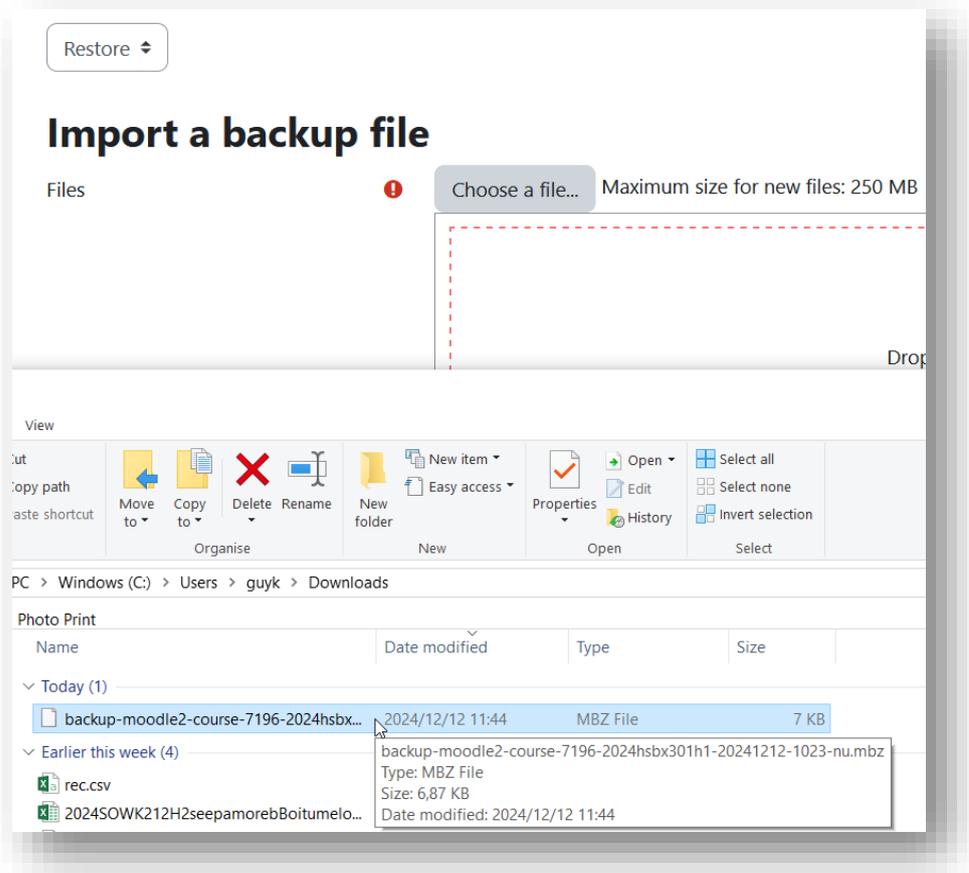
5. Once uploaded, click on **Restore**.

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6. Scroll to the bottom of the *Confirm* page and click **Continue**.
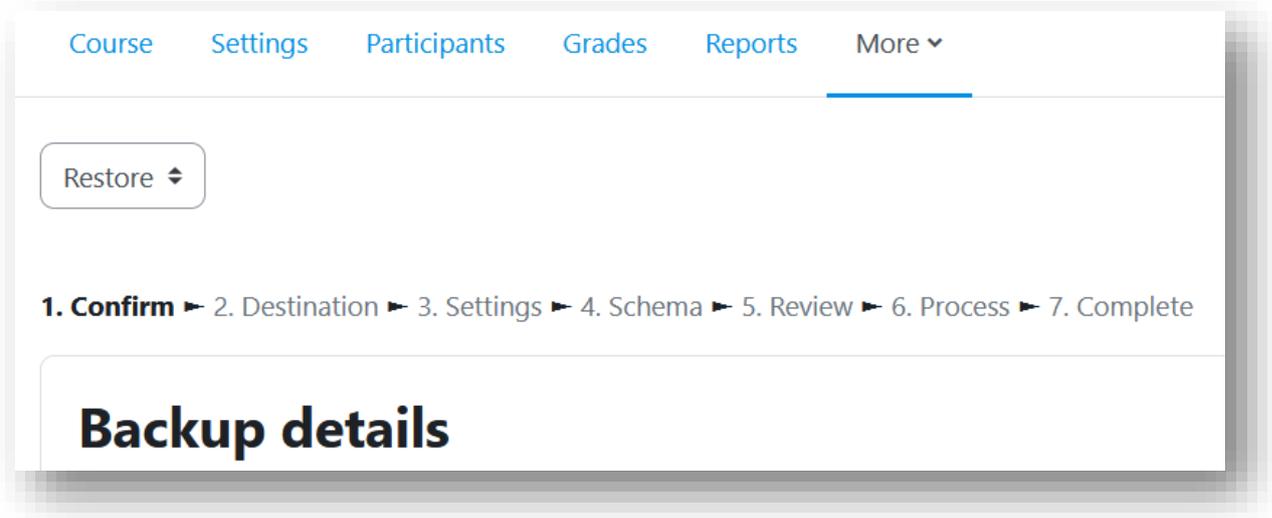
7. Leave the default *Destination* – ***Merge the backup into this course*** and click **Continue**.

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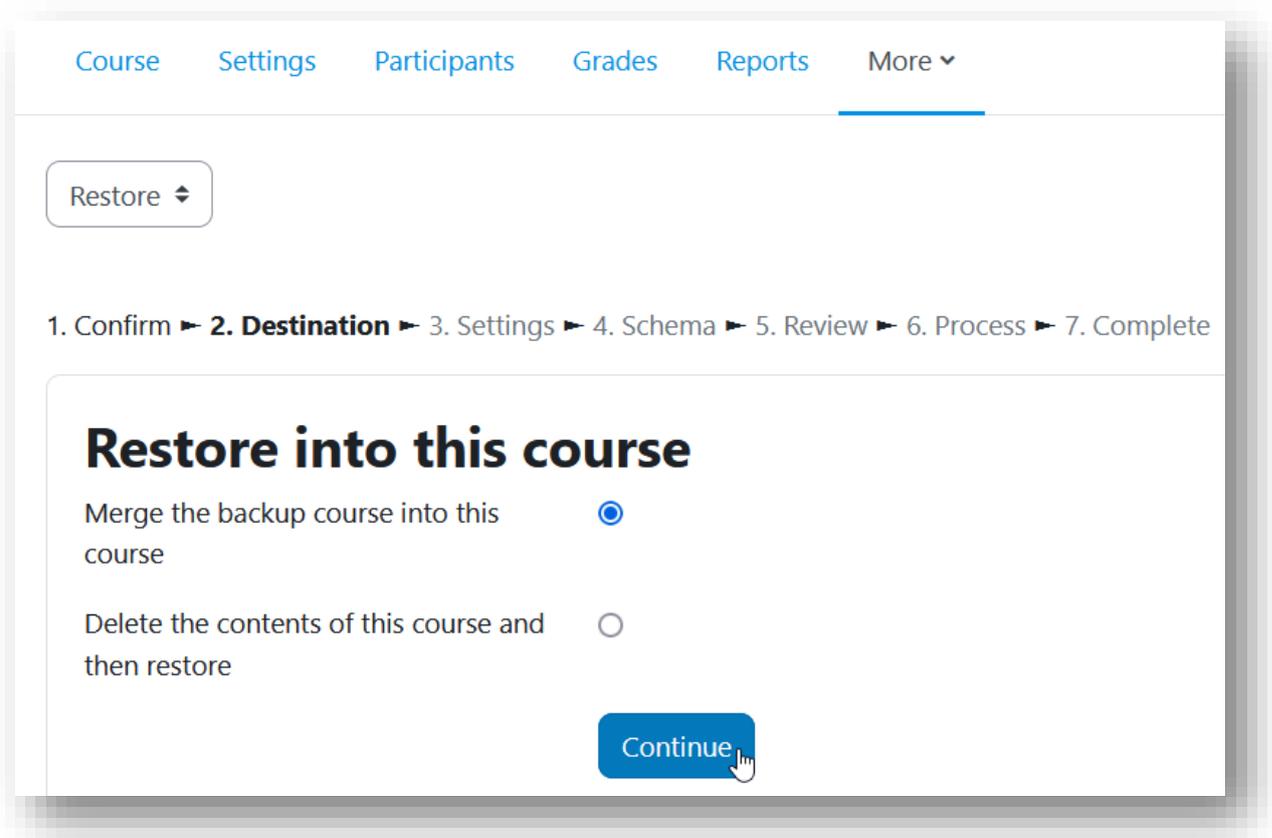
8. Scroll down and click **Next**.

9. 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**.
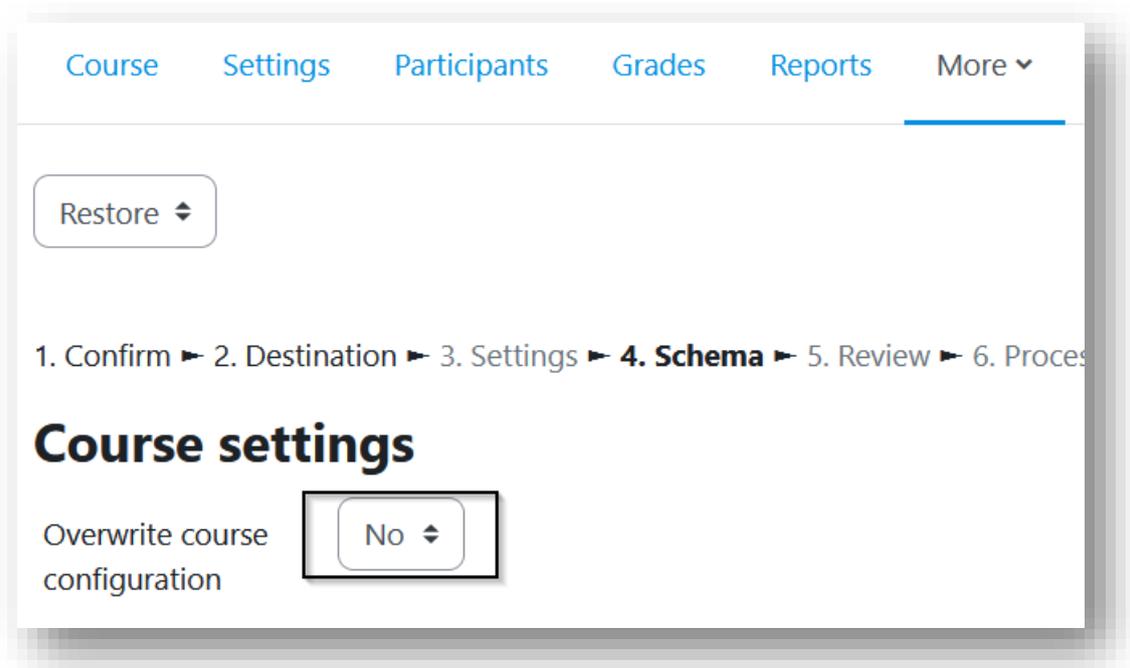
11. Scroll down and Click **Perform restore**
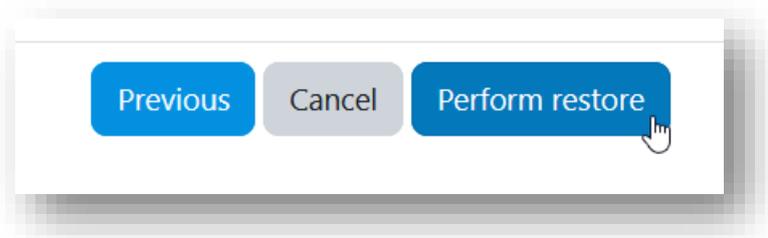
12. Click **Continue**
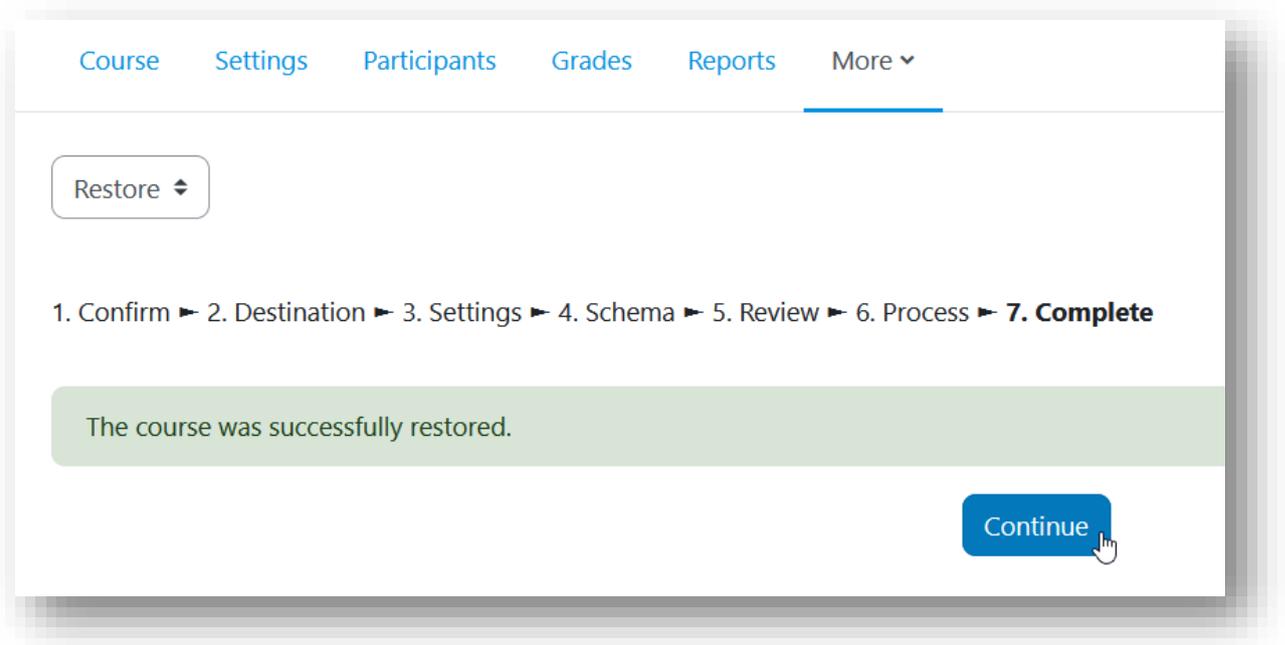
13. Wait for the restore to complete. The following screen will be displayed. Click **Continue**.

Congratulations! You have successfully migrated your content to Learn2025

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