

Transferring specific content from one course to another

Last Modified on 11/13/2018 1:56 pm EST

Option 1

1. Homepage of course
2. Select "Backup"
3. You will see initial settings
4. Once confirmed, select "next"
5. Review Schema settings, you may also deselect what you do not wish to transfer
6. Review confirmation page
7. Perform backup
8. Select Restore when you see the file that has been backed up
9. Scroll down to "Restore into existing course"
10. Select the course that you wish to input the material into (you may have to type a course in if not already appearing)
11. Click "continue"
12. Review settings
13. Select Next
14. Review Schema
15. Select next
16. You will now see a confirmation page, confirming what will be transferred.
17. Perform the Restore

18. Click “continue”

19. Restoration now complete.



Option 2

1. Homepage of course
2. Select “Backup”
3. You will see the initial settings on the “backup” page
4. If all checks up, select “next”
5. In the Schema Settings, you will uncheck the content that you do not wish to be included in the MBZ file
6. You will now see a confirmation page of what will be included in the file
7. Perform the backup
8. If the backup is successfully created, you will click “continue”
9. Select “Download”
10. Save the file
11. Go to the course that you want to put content in

12. Select “Restore”
13. Drag the file to be imported
14. Select “restore”
15. Confirm
16. Click “Continue”
17. Scroll down to “Restore into this course”
18. You will Merge the backup course into this course
19. Click “Continue”
20. Review the initial settings settings, this is showing you what will be imported
21. Review the Course Settings, you may also deselect items that you do now wish to be imported
22. Review confirmation page
23. Perform the restore
24. Click “Continue”
25. The restoration is now complete!



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