

Moodle Course Migration

From Old Moodle to the New Moodle server

Instructor step-by-step restore guide

Moodle course

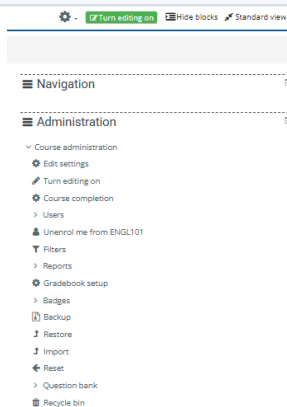
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One process: backup, download, restore



Important: Do not include enrolled users. The backup file must be an .mbz file.

STEP 1

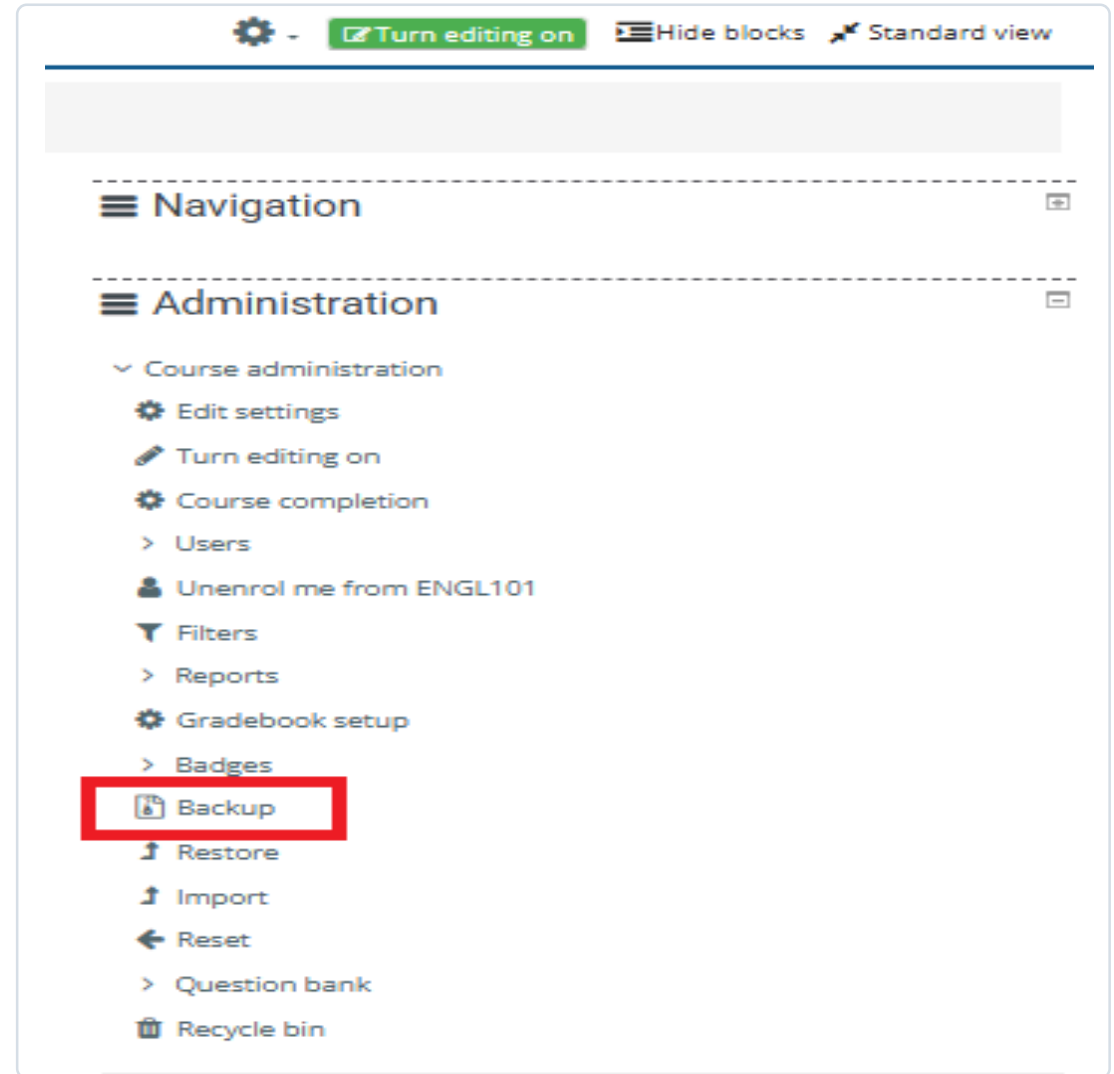
Log in to the Old Moodle (2.8)

- Log in using your Moodle account.
- Open the course you want to migrate.

STEP 2

Start the Course Backup

- From the Administration block, click Backup.
- The Backup wizard will open.



STEP 3

Configure the Backup

- **Uncheck** Include enrolled users.
- Click Jump to the final step.

STEP 4

Perform the Backup

- Review the backup summary.
- Click Perform backup.
- Wait until the backup process finishes.

This protects student privacy and avoids moving old enrolments.

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

Backup settings

Uncheck



- ☐ 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 competencies
- ☒ Include custom fields



Jump to final step

Cancel

Next

STEP 5

Download the Backup File

- Locate the generated .mbz file.
- Click Download.
- Save the file in a safe location on your computer.

Keep the .mbz file until your new course is verified.

Import a backup file

Files 1 [Choose a file...](#)


You can drag and drop files here to add them.

[Restore](#)

Course backup area ? There are required fields in this form marked 1.

Filename	Time	Size	Download	Restore
Manage backup files				

User private backup area ?

Filename	Time	Size	Download	Restore
backup-moodle2-course-21828-eng101-20260721-0833-nu.mbz	Tuesday, 21 July 2026, 8:34 AM	2.3MB	Download	Restore

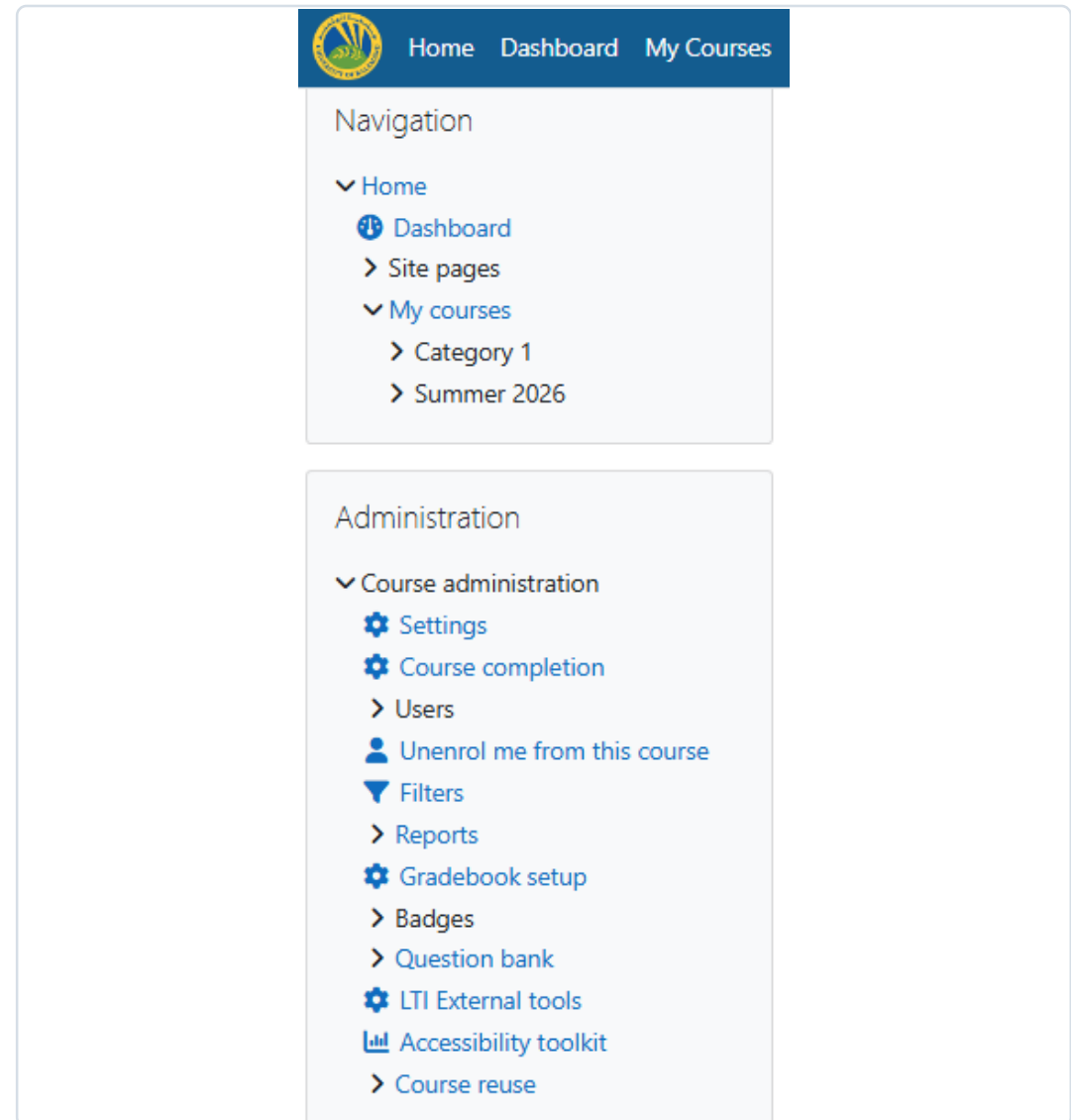
[Manage backup files](#)



STEP 6

Log in to the New Moodle

- Log in to new Moodle using your same Moodle account.
- Open the destination course.
- If your course is not showing, contact the Moodle Administrator.



STEP 7

Open the Restore Tool

- From the course page, under Course administration, select Course reuse.
- Then select Restore.

Course reuse is the entry point for Import, Backup, Restore, Copy course, and Reset.

Moodle course

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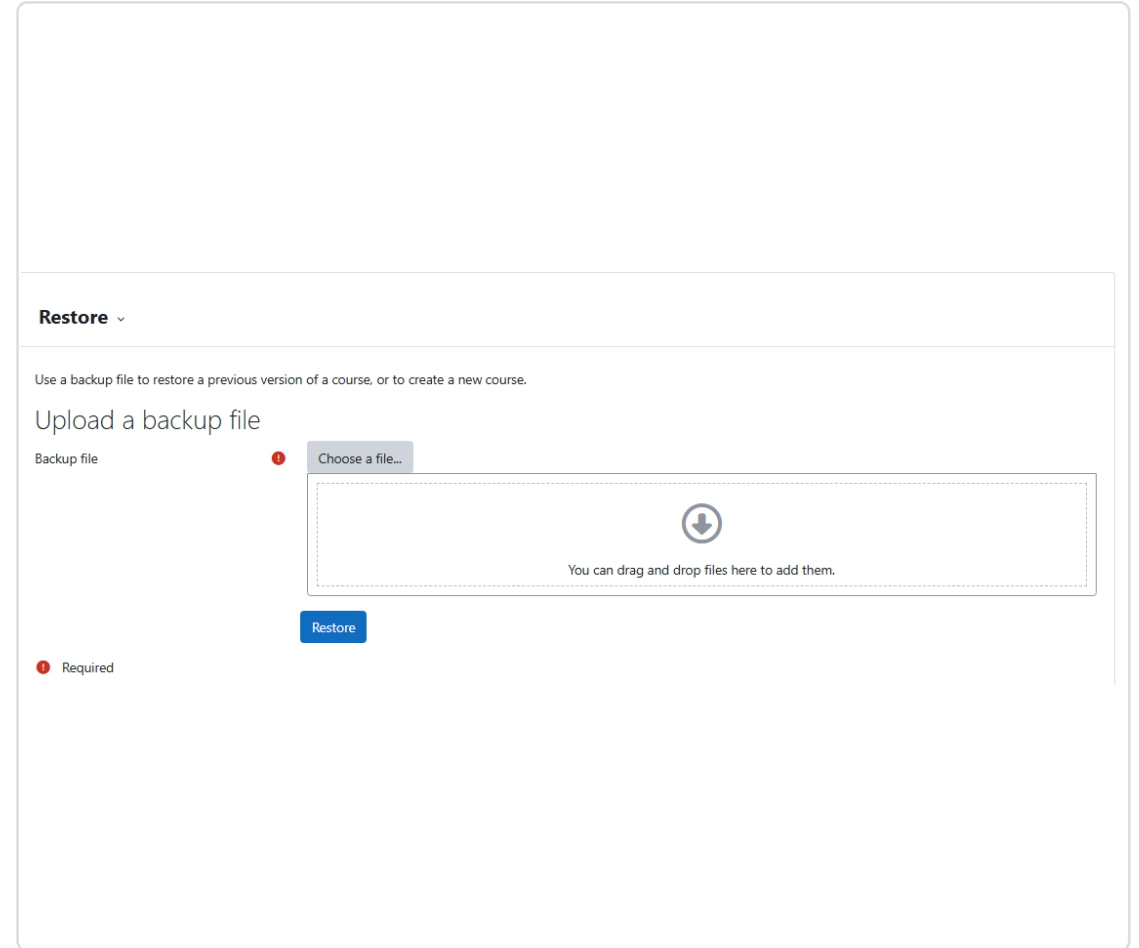
Course reuse

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STEP 8

Upload the Backup File

- Click Choose a file or drag and drop the .mbz file.
- Upload the backup file.
- Click Restore.



The screenshot shows the 'Restore' section of the Moodle interface. At the top, there is a 'Restore' dropdown menu. Below it, a message states: 'Use a backup file to restore a previous version of a course, or to create a new course.' The main heading is 'Upload a backup file'. Under this, the label 'Backup file' is followed by a red required field icon and a 'Choose a file...' button. Below the button is a dashed rectangular box containing a downward arrow icon and the text 'You can drag and drop files here to add them.' At the bottom of the section is a blue 'Restore' button. A red required field icon is also present at the bottom left of the form area.

STEP 9

Review the Backup

- Verify that the correct backup file has been selected.
- Click Continue.

STEP 10

Choose the Restore Destination

- Select Restore into this course.
- Choose Merge the backup course into this course.
- Click Continue.

Use Merge to add the old course content into the destination course without deleting existing content.

Restore into this course

Merge the backup course into this course ☒

Delete the contents of this course and then
restore ☐

Continue

STEP 11

Configure Restore Settings

- Leave the default restore settings.
- Click Next.

Settings

Content

Summary

Restore

STEP 12

Review the Course Content

- Verify the sections and activities to be restored.
- Click Next.

Do not close the page while Moodle is backing up or restoring a large course.

STEP 13

Perform the Restore

- Review the restore summary.
- Click Perform restore.
- Wait for Moodle to complete the process.

STEP 14

Verify the Restored Course

- Review the restored course.
- Confirm that all course materials, activities, and files are available.
- Make any necessary adjustments before making the course available to students.

Important notes

- Do not include enrolled users in the backup.
- The backup file extension is .mbz.
- Large courses may take several minutes to back up or restore.
- If you encounter any issues, contact the Moodle Administrator.

Migration complete