User Guide for Lecturers

Back Up and Restore a Course Page in uLearn

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Introduction

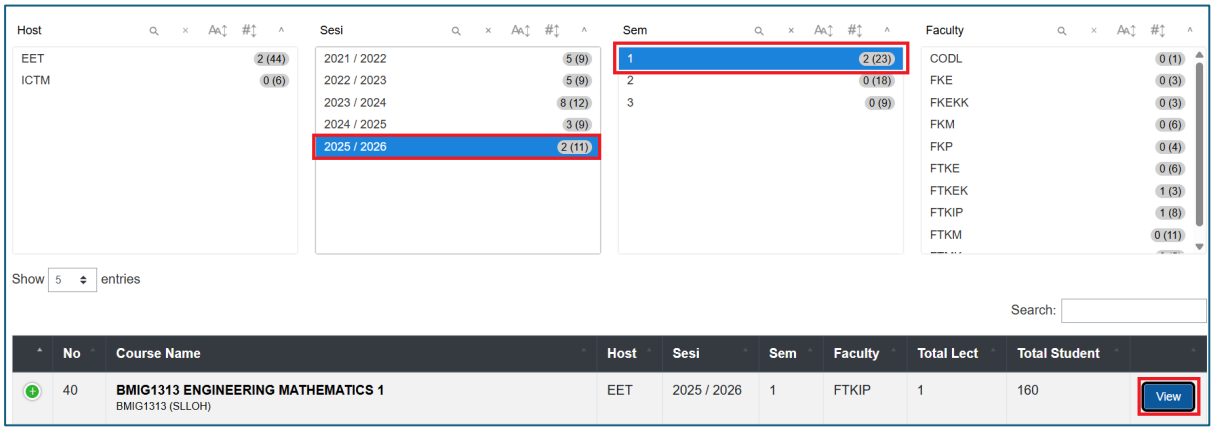
This manual is a guide to backing up a course page from a previous semester and restoring it into a new course page.

1) Backup A Course Page

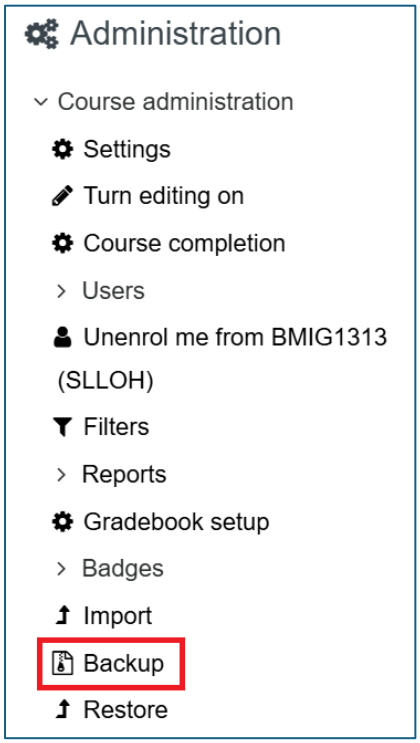
1.1) Log in to uLearn. Click **Staff Menu** and select **ULearn Archive.**



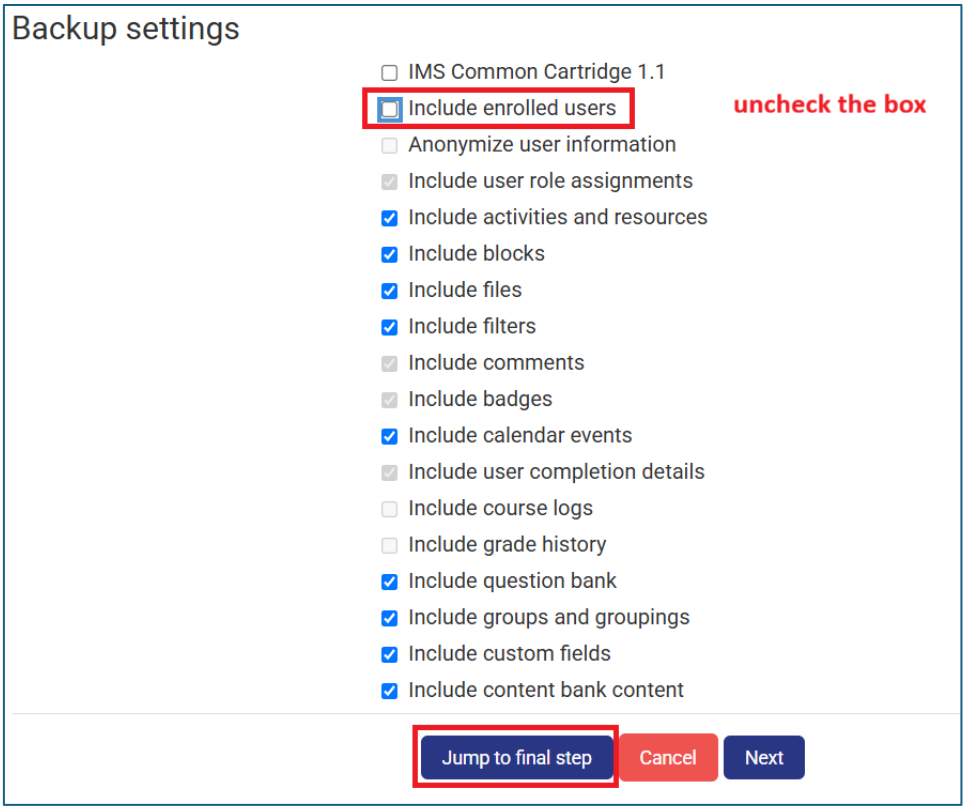
1.2) Select the desired session and semester, then click the View button on the desired course page.



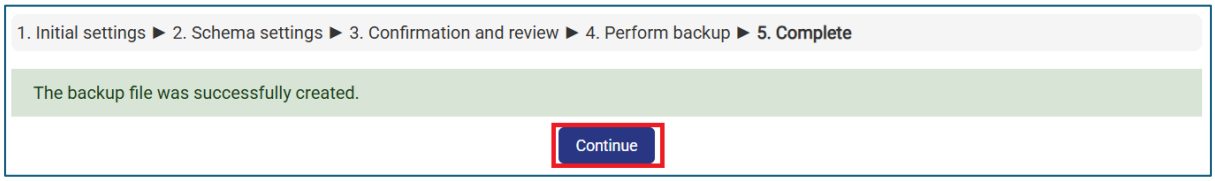
1.3) Under Administration, select **Backup**.



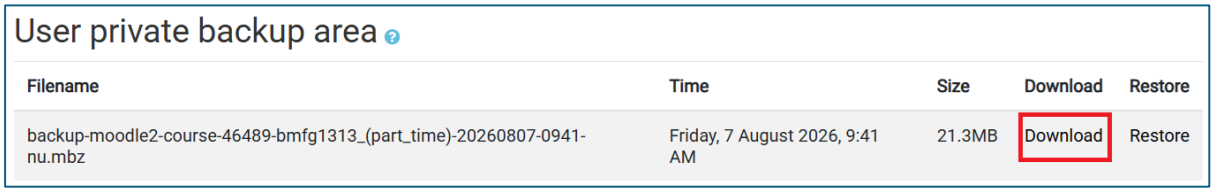
1.4) Uncheck the box **Include enrolled users**, then click **Jump to final step** to perform the backup, or click Next to select items to be backed up manually.



1.5) Click **Continue**.

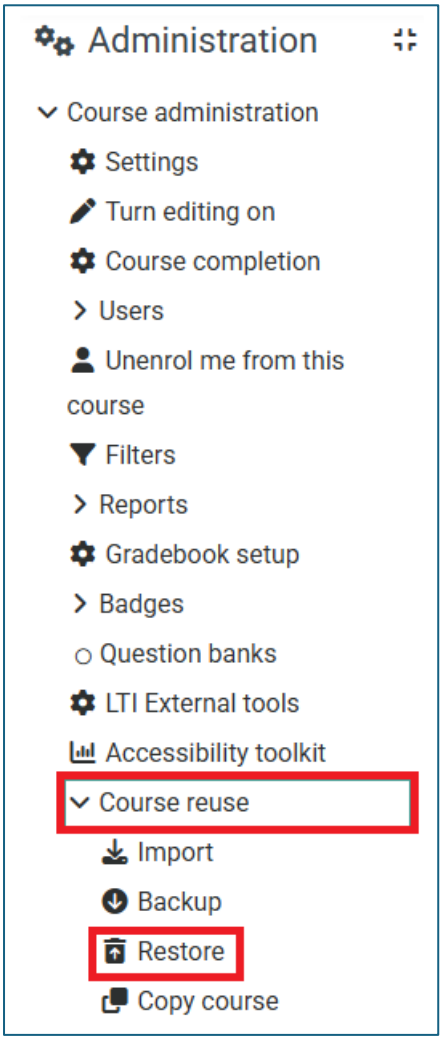


1.6) Under User private backup area, click **Download** and save the resulting **.mbz** course backup files to your personal/cloud storage.

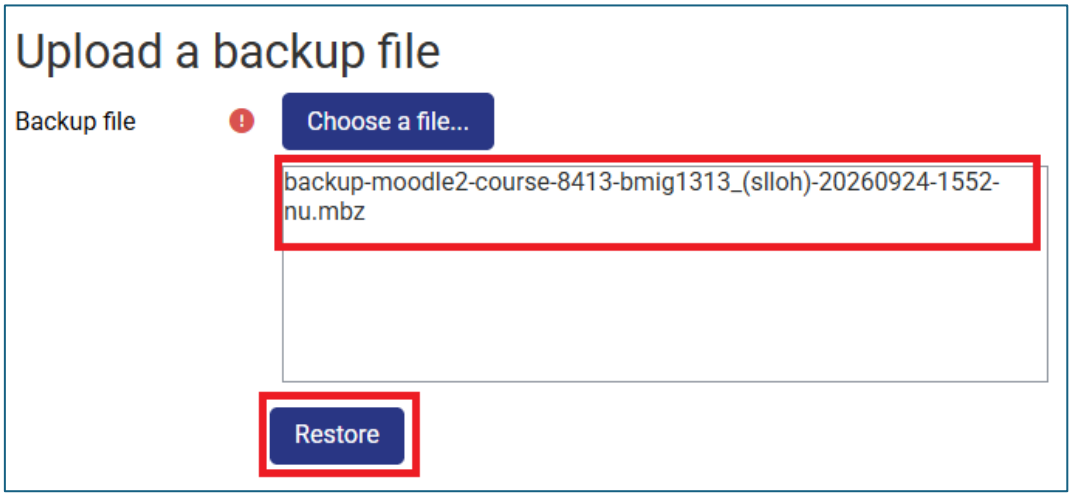


2) Restore A Course page

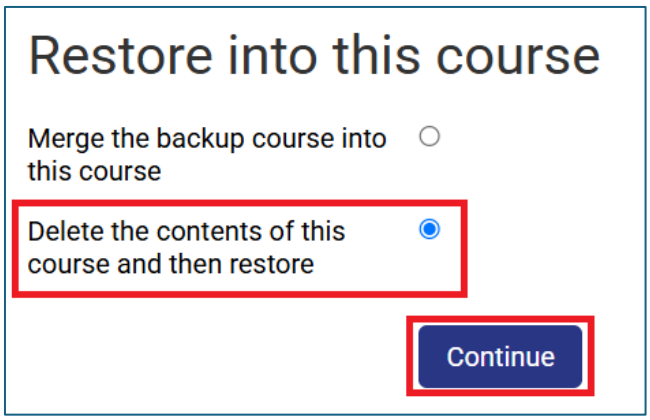
2.1) Under Administration, under **Course reuse**, click **Restore:**



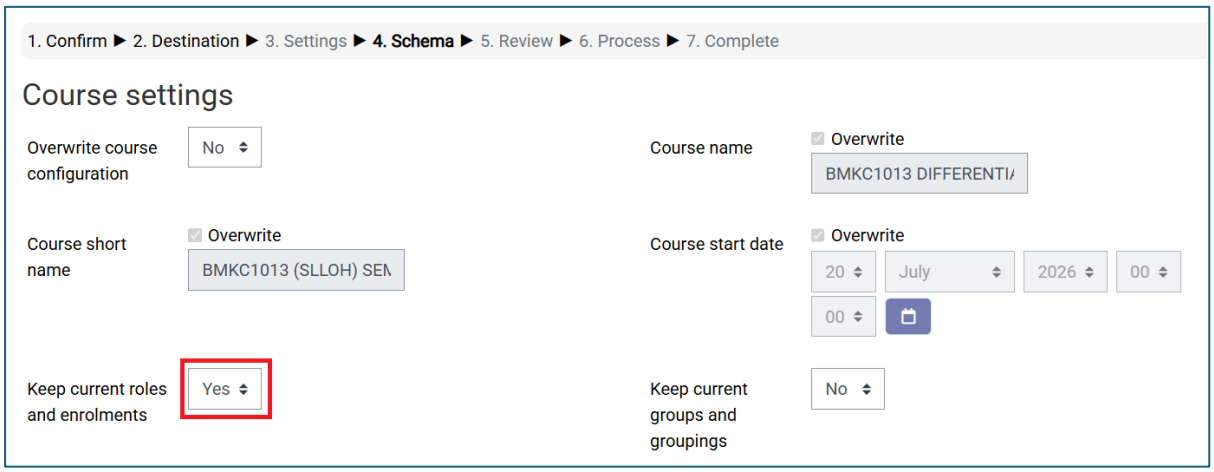
2.2) Drop the .mbz file saved from Backup process into the drop box, then click **Restore**:



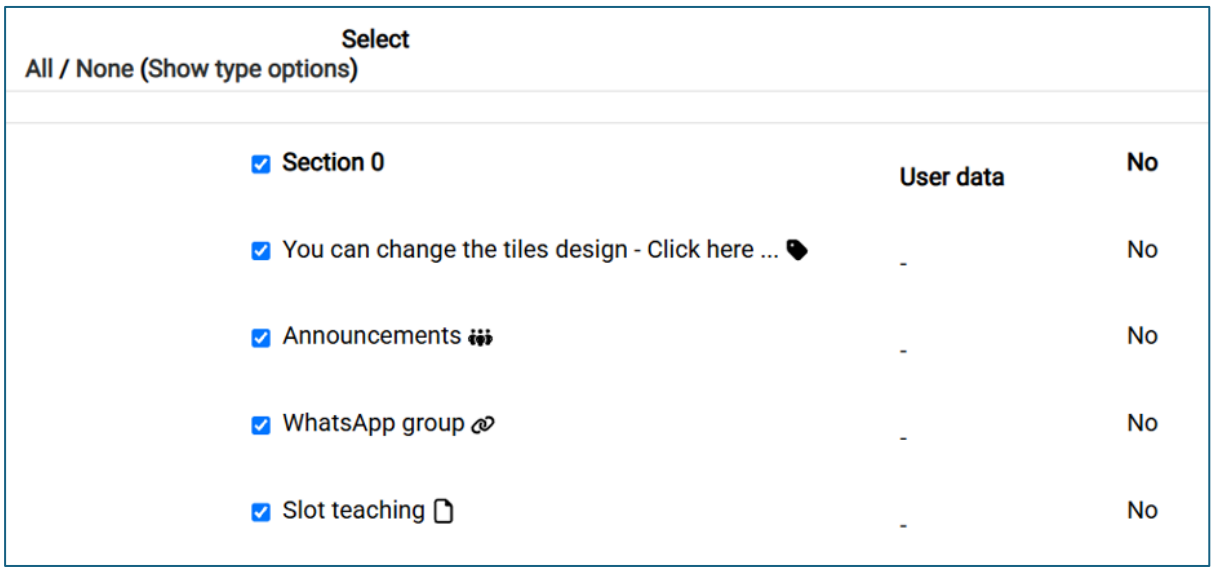
2.3) Click the **Continue** button, scroll down, select **Delete the contents of this course and then restore**, then click **Continue:**



2.4) Click **Next**, under Schema, keep current roles and enrolments as **Yes**.



2.5) Choose the components to be maintained/restored into the course page, then click **Next**, followed by **Perform restore**.



Finally, the restore process is complete.

Double-check the arrangement, and you may move components from one location to another. The steps as follows:

Turn on editing of the course page, click the **3-dot icon** of the item that you want to move, select **Move**, then select the desired new location.

