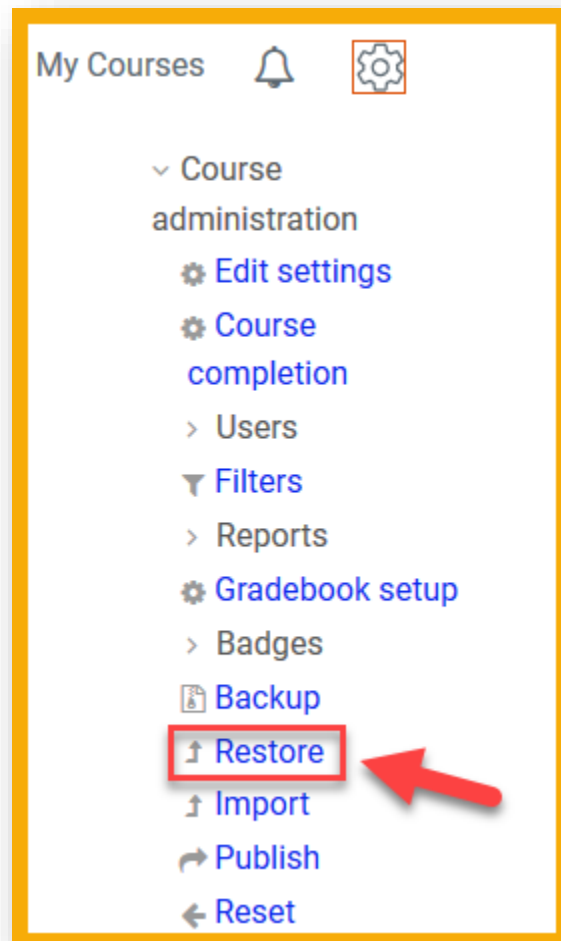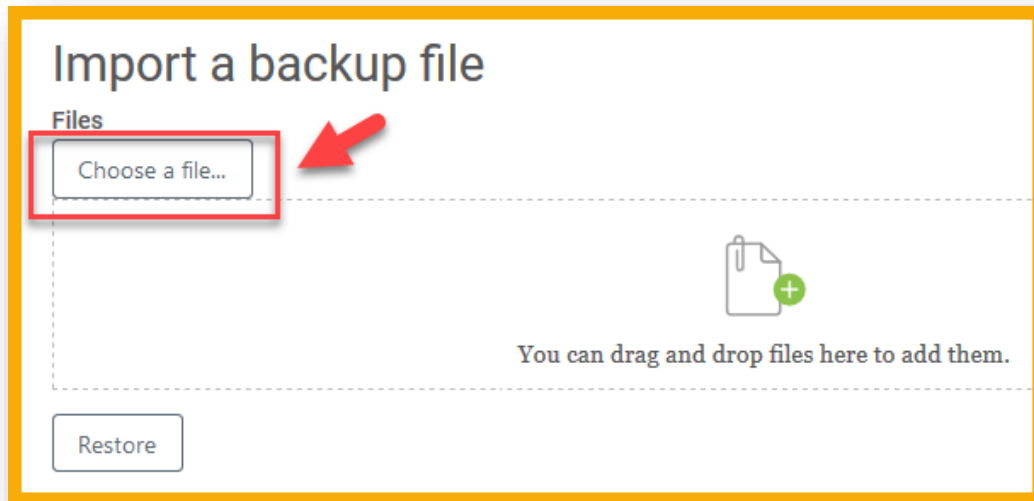# Instructions for Restoring Courses

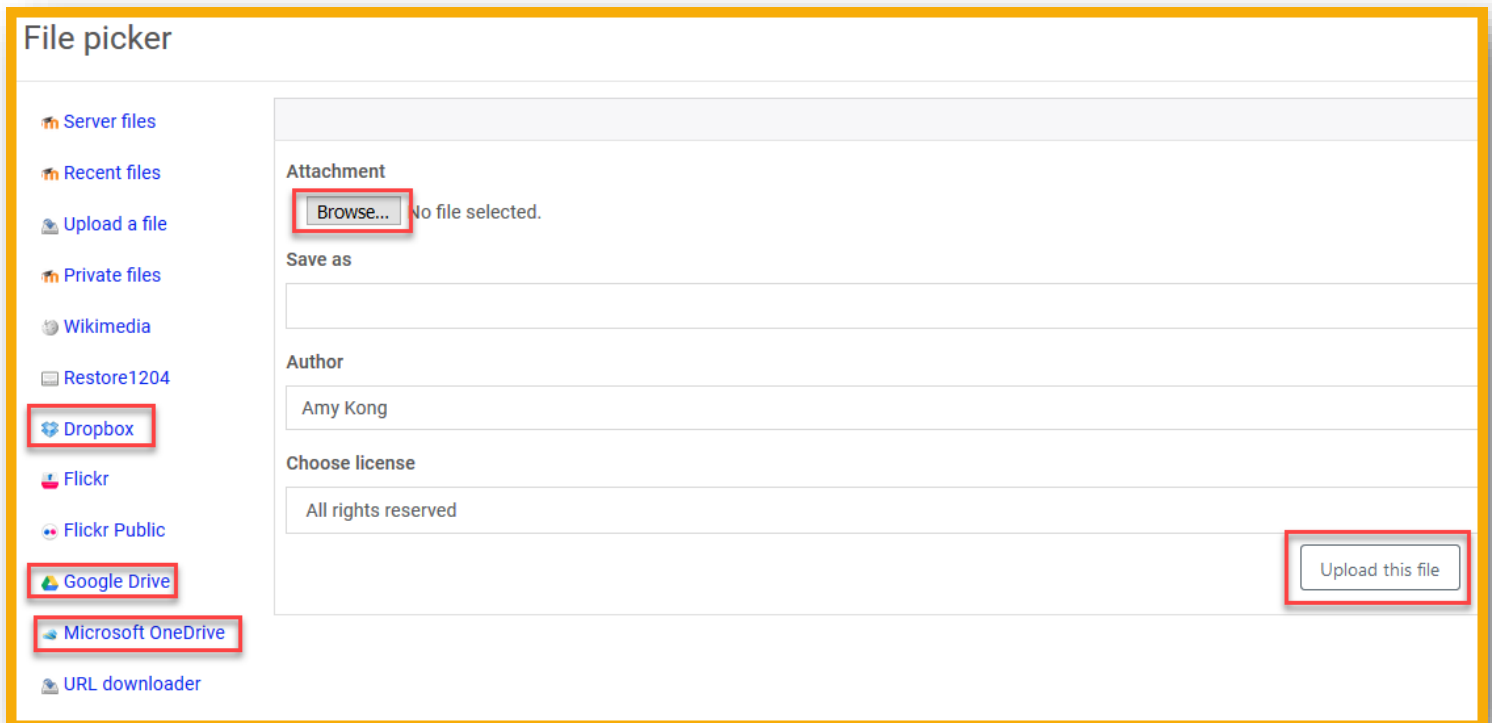(1) Select "**Restore**" in the "**Administration**" block (the "Gear" icon):

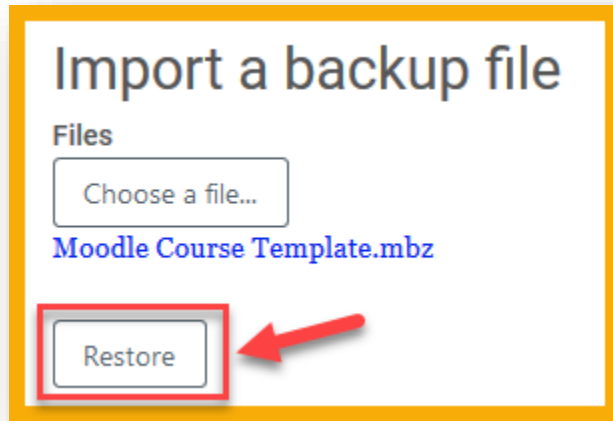(2) Click "**Choose a file**" to **Import a backup file**:

(3) Pick a file to upload – You can choose "**Browse**" to upload a file (or get the file from **Dropbox**, **Google Drive**, etc if your backup file is saved there.
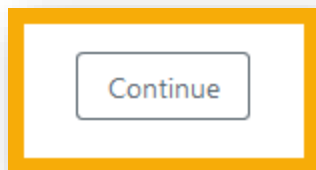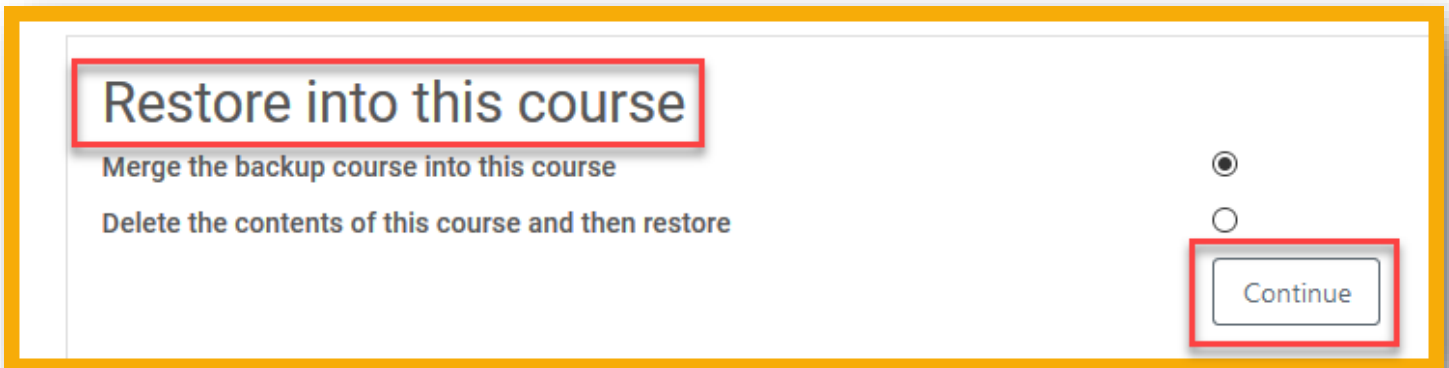
    After picking the file, select "**Upload this file**":

(4) When the file appears, click "**Restore**".
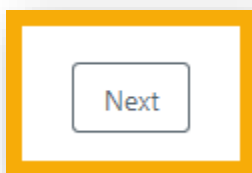This could take some time if the file is large.

Import a backup file

Files

Choose a file...

Moodle Course Template.mbz

Restore

(5) Click "**Continue**"(at the bottom):

Continue

(6) Make the following selection, then click "**Continue**":

Restore into this course

Merge the backup course into this course   ◉

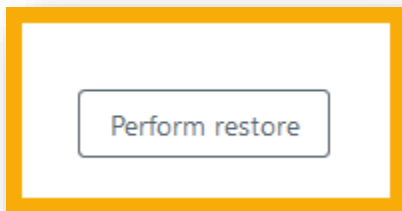Delete the contents of this course and then restore   ○

Continue

(7) Click **"Next"** for **Restore settings:**

Next

(8) Click **"Next"** for **Course settings:**

Next

(9) Select "**Perform Restore**" (at the bottom) for **Restore settings**:

Perform restore

(10) Click "**Continue**" to complete the restore process:

The course was restored successfully, clicking the continue button below will take you to view the course you restored.

Continue