

## HOW TO MIGRATE YOUR COURSE CONTENT TO **LEARN2026**

### HOW TO:

A. Backup and Download your existing course content from  
<https://learn2025.ukzn.ac.za/>

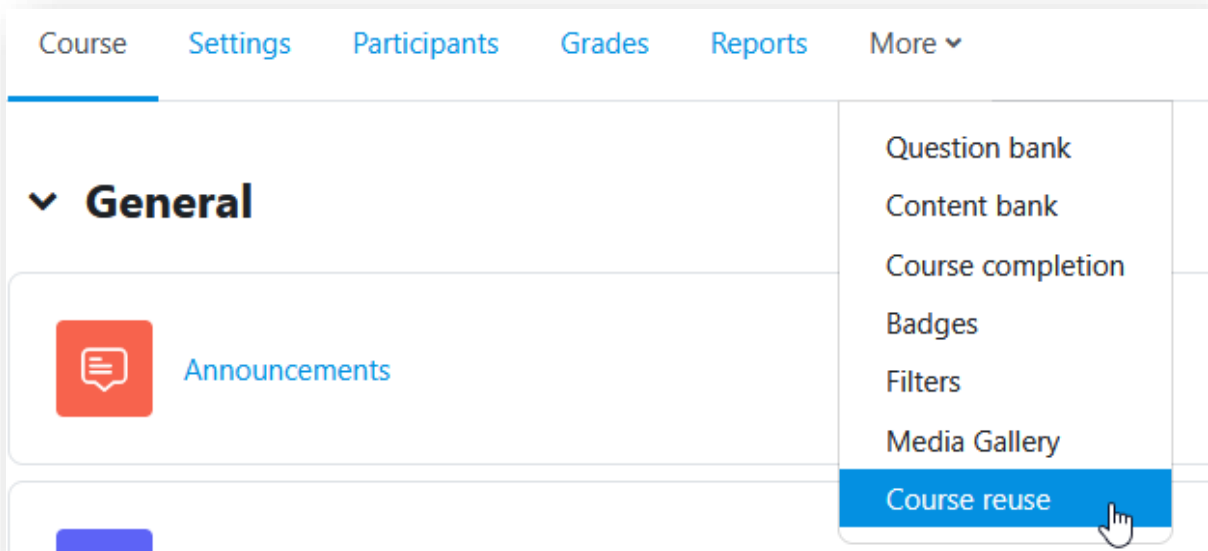
B. Upload and Restore the course backup to  
<https://learn2026.ukzn.ac.za/>

### PLEASE NOTE:

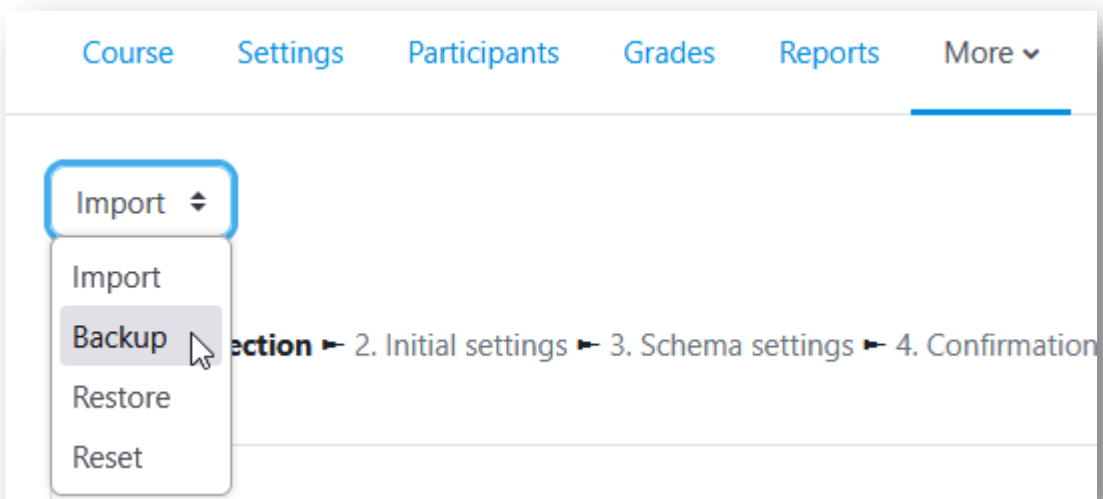
- **Learn2026** is red, **Learn2025** is blue.
- You must be a **Teacher** on both Learn sites' courses before proceeding.
- Go to <https://moodlecourseteacher.ukzn.ac.za> to link yourself to your courses.
- Your course enrolments may only be reflected on **Learn2026** the following day.

## A. BACKUP & DOWNLOAD

1. Enter your **old** course on <https://learn2025.ukzn.ac.za>, expand the **More** dropdown menu and click on **Course reuse**.



2. Select **Backup** in the Course reuse options menu.



- 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

Include enrolled users	<input type="checkbox"/> <input type="checkbox"/>
Anonymize user information	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Include user role assignments	
<input checked="" type="checkbox"/> Include activities and resources	
<input checked="" type="checkbox"/> Include blocks	
<input checked="" type="checkbox"/> Include files	
<input checked="" type="checkbox"/> Include filters	
<input checked="" type="checkbox"/> Include comments	
<input checked="" type="checkbox"/> Include badges	
<input type="checkbox"/> Include calendar events	
<input type="checkbox"/> Include user completion details	
<input type="checkbox"/> Include course logs	
<input type="checkbox"/> Include grade history	
<input checked="" type="checkbox"/> Include question bank	
<input checked="" type="checkbox"/> Include groups and groupings	
<input checked="" type="checkbox"/> Include custom fields	
<input checked="" type="checkbox"/> Include content bank content	
<input checked="" type="checkbox"/> Include legacy course files	

[Jump to final step](#)
[Cancel](#)
[Next](#)

4. Please use this opportunity to **deselect 2025 items that should not be restored** to your fresh **2026** course, Most importantly **DO NOT backup your 2025 QPA Questionnaires**, in order to receive a 2026 QPA report you will need to **add 2026 QPA questionnaires** to the new course. You also do not require old Zoom recordings in your 2026 course. The 2026 course already has an Announcements forum so this one will create a duplicate.

**NB: Please ensure there are NO 2025 QPA Questionnaires in 2026 courses!**

Backup

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

### Include:

Select  
All / None (Show type options)

<input checked="" type="checkbox"/> General	User data	<input checked="" type="checkbox"/>
<input type="checkbox"/> Announcements	-	<input checked="" type="checkbox"/>
<input type="checkbox"/> 2025	-	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Moodle Support	-	<input checked="" type="checkbox"/>

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**

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

## The backup process has completed

100.00%

The backup process has completed successfully.  
You can access the backup on the [restore page](#).

Continue

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

Required

### Course backup area

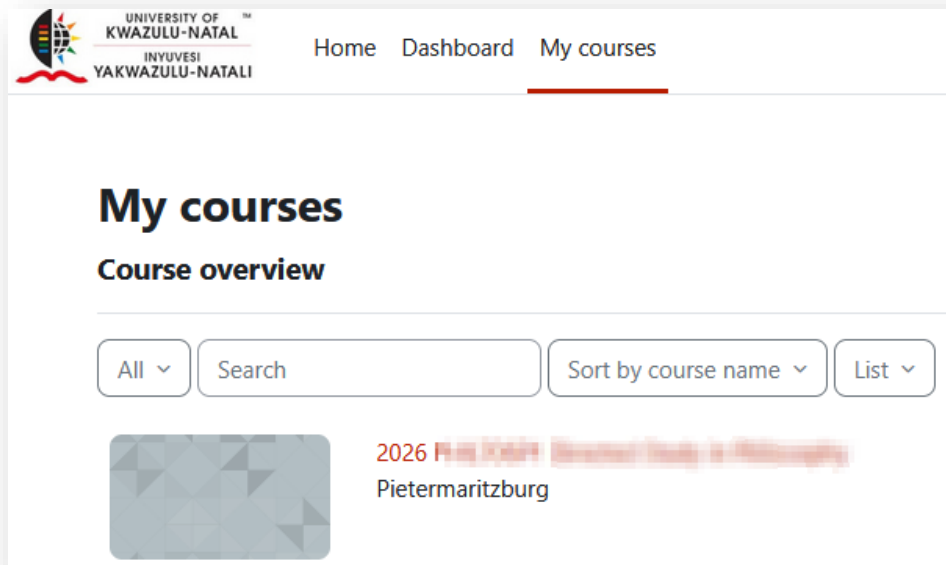
Filename	Time	Size	Download	Restore	Status
Manage backup files					

### User private backup area

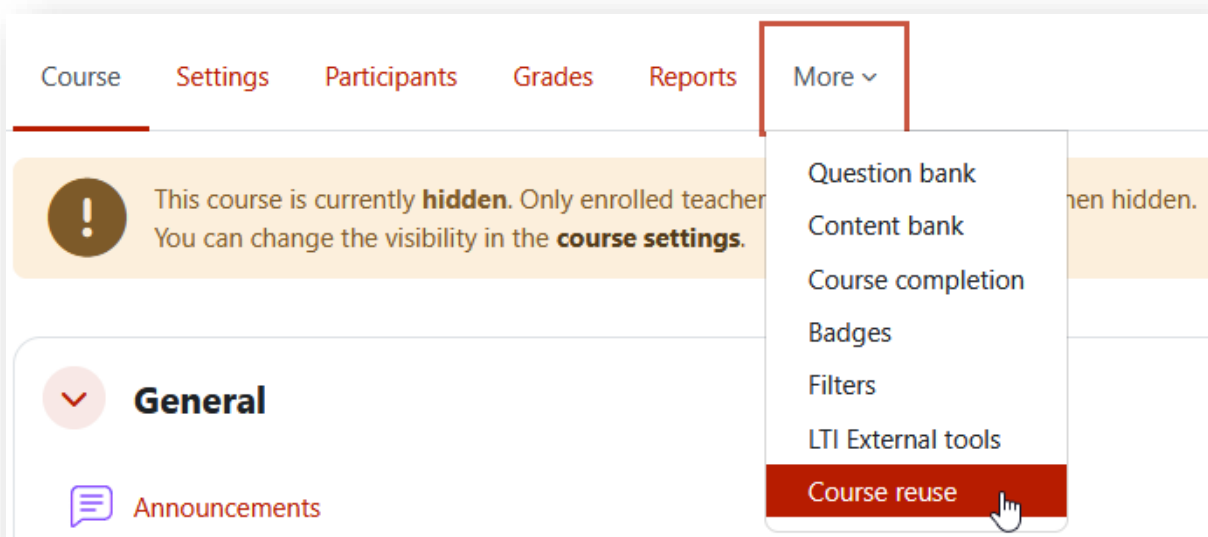
Filename	Time	Size	Download	Restore	Status
backup-moodle2-course-3686-2025p-20251111-1124-nu.mbz	Tuesday, 11 November 2025, 11:25 AM	14.5 MB	<a href="#">Download</a>	<a href="#">Restore</a>	✓

## B. UPLOAD & RESTORE

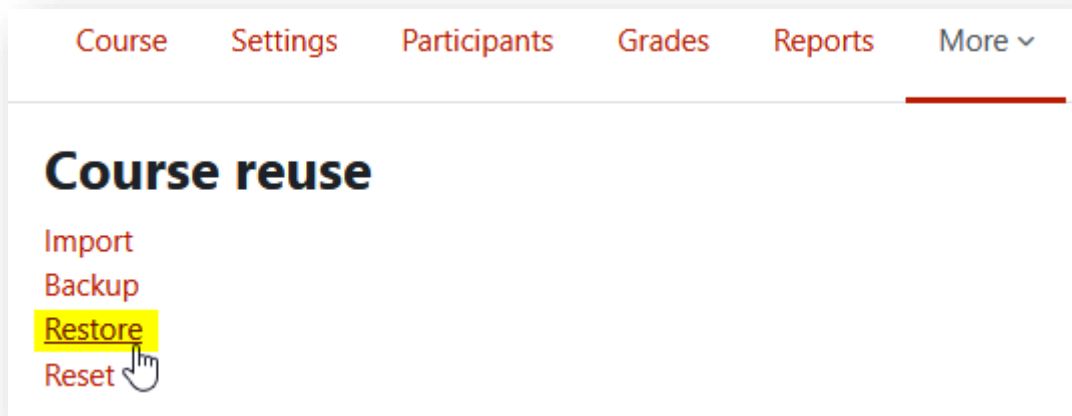
1. Login to <https://learn2026.ukzn.ac.za/> and enter your course. You will see a list of courses you are enrolled in by opening the **My courses** page in the Primary navigation.



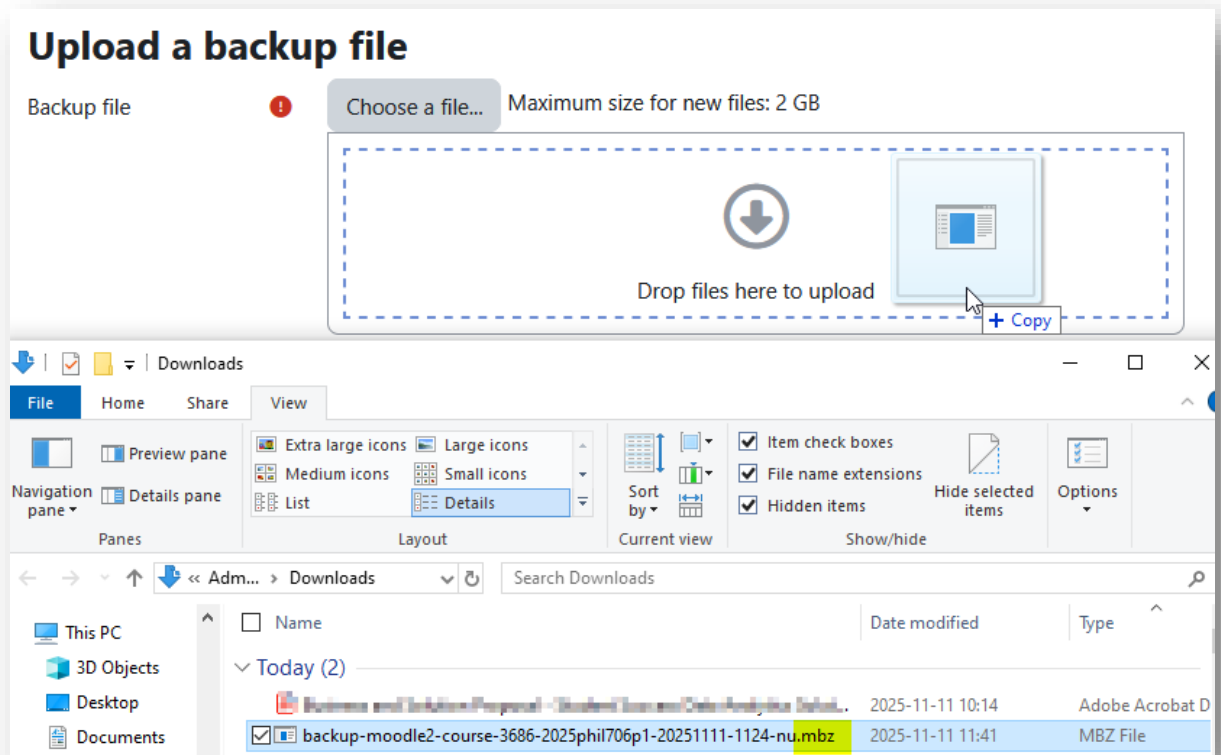
2. Expand **More** in the Secondary navigation and click on **Course reuse**.



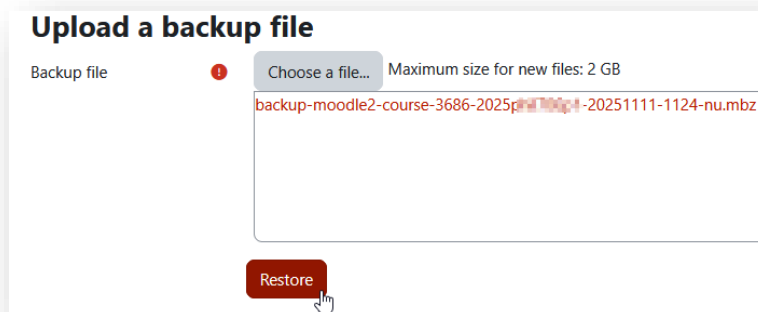
3. Select **Restore**.



4. On your computer, open Windows Explorer and select your recently downloaded MBZ file (**Moodle Backup Zip**). Drag and drop your backup file into the **2026** course restore area (or *Choose a file and upload*).



- Once uploaded, click on **Restore**.



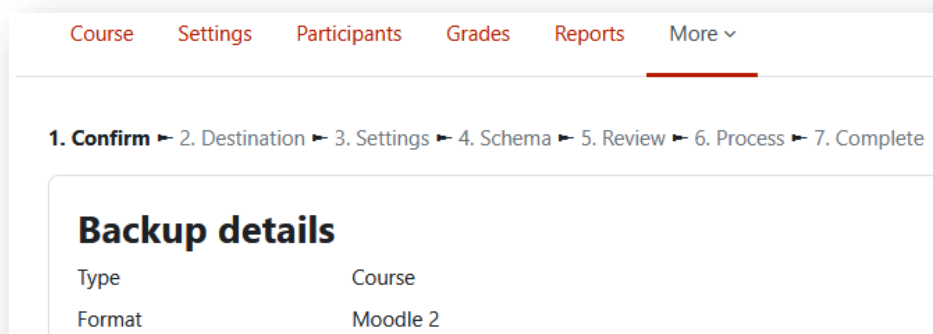
**Upload a backup file**

Backup file Choose a file... Maximum size for new files: 2 GB

backup-moodle2-course-3686-2025p...-20251111-1124-nu.mbz

**Restore**

- Scroll to the bottom of the **Confirm** page and click **Continue**.



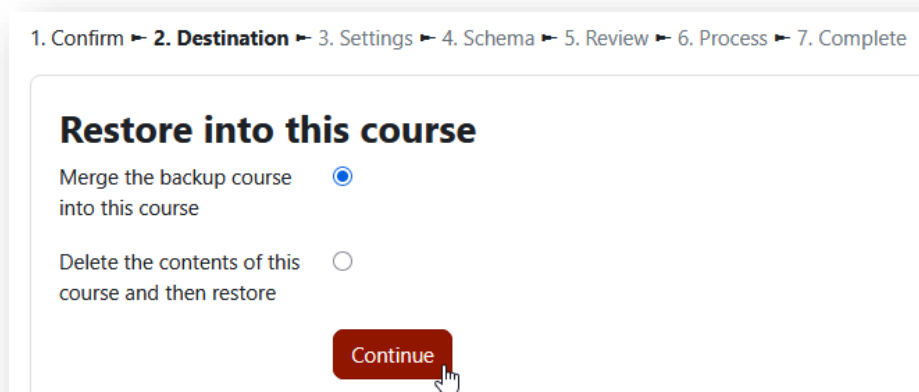
Course Settings Participants Grades Reports More ▾

1. **Confirm** ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete

**Backup details**

Type	Course
Format	Moodle 2

- Leave the default **Destination** – **Merge the backup into this course** and click **Continue**.



1. Confirm ▶ **2. Destination** ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete

**Restore into this course**

Merge the backup course into this course ☒

Delete the contents of this course and then restore ☐

**Continue**



8. On the **Settings** page, scroll down and click **Next**.
9. Leave the **Schema** – *Overwrite course configuration* set to **No**. Scroll down and uncheck old content that you do not need in the 2026 course (such as the Announcements forum which is already exists).
10. **NB: Please ensure there are NO 2025 QPA Questionnaires in 2026 courses!**

1. Confirm ► 2. Destination ► 3. Settings ► **4. Schema** ► 5. Review ► 6. Process ► 7. Complete

## Course settings

Overwrite course configuration

Course short name ☒ Overwrite

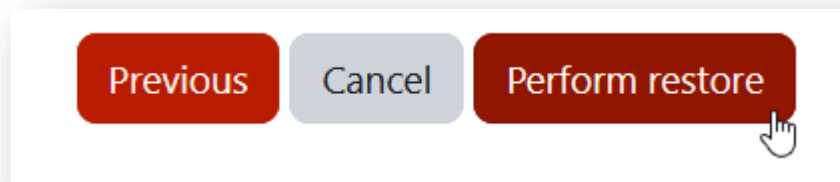
**Select**  
**All / None (Show type options)**

☒ **Section 0**

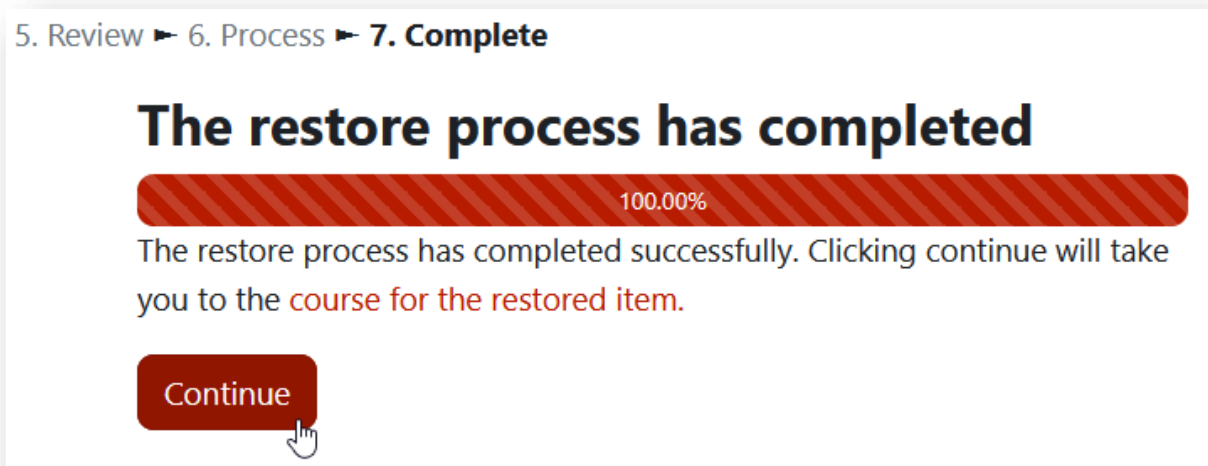
☐ Thursday Seminar

11. On the **Review** page, scroll down, and click **Next**.

On the **Process** page, scroll down and click **Perform restore**.



12. Once the restore process is complete click **Continue**.



**Congratulations! You have successfully migrated your content to  
Learn2026**