Course: Restore from a Backup
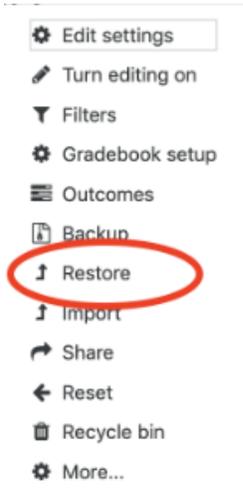
For instructions just on restoring once you have a course backup, follow these steps:

See also Course: Import

Step-by-step guide

1. From the course page, click the **Restore** link in the **gear** icon (top right).

2. From this page you can **Import a backup file** to restore by uploading the backup file (.mbz file), then click the **Restore** button; or

3. Restore a backup file listed in your **Course backup area**, **User private backup area**, or **Automated backups**: Select the backup file you wish to restore in the list, and then click on the **Restore** link to the right to begin the restore process.

4. Check the backup details, then scroll down to click **Continue** at the bottom of the screen.

5. You can **Restore into this course** (that you are currently in) or **Restore into an existing course** of yours. Select the option to either **Merge the backup course into this/existing course** or **Delete the contents of this/existing course and then restore** then click **Continue.**
   a. Merge is a good option for protecting any existing materials and content in the course and simply adding your backup file materials.
   b. Delete will erase everything first and then restore the backup file so only the restored content remains.

6. Scroll down to review the items to be restored, then click **Next**.

7. Scroll down to click **Perform restore**; or click **Cancel** to abandon restoring the course.

8. After waiting for the restore process to complete, a success message should display.

9. Click **Continue** and you should see the content has been successfully moved into the destination course.

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