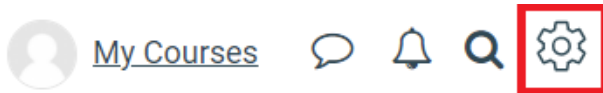


If you are using Moodle

- Download the Moodle course from (link)
- After you have downloaded the course file, login to your Moodle and click the gear icon and then select "Restore".




- ✓ Course administration
 - ⚙ [Edit settings](#)
 - ⚙ [Course completion](#)
 - › Users
 - ▼ [Filters](#)
 - › Reports
 - ⚙ [Gradebook setup](#)
 - › Open Badges
 - 📁 [Backup](#)
 - ⬆ [Restore](#)
 - ⬆ [Import](#)
 - ← [Reset](#)
 - › [Question bank](#)
 - 📁 [Repositories](#)
 - 🗑 [Recycle bin](#)
 - [Archive](#)
 - ✍ [Content bank](#)
 - › Switch role to...

- Click "Choose a file..." and select the downloaded course file and after that click "Restore".

· Import a backup file

Files *

Choose a file... Maximum size for new files: 100MB



You can drag and drop files here to add them.

Restore

Confirm - Check that everything is as required then click the Continue button

Destination - Choose whether the course should be restored as a new course or into an existing course then click the Continue button

Settings - Select activities, blocks, filters and possibly other items as required then click the Next button

Schema - Select/deselect specific items and amend the course name, short name and start date if necessary then click the Next button

Review - Check that everything is as required, using the Previous button if necessary, then click the 'Perform restore' button

Complete - Click the continue button