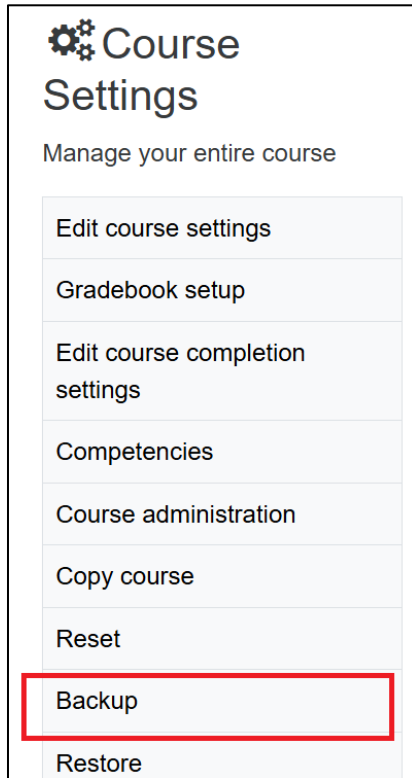
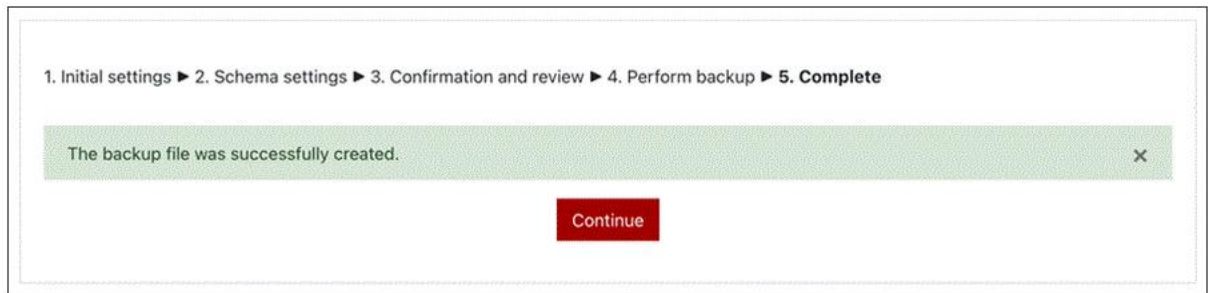


Step 1: Download the Course from the Old Moodle

1. **log in** to your old Moodle site and open the course you want to move.
2. **Access the backup tool:** Click the **settings**    then choose **Backup**.



3. You will be prompted to select what you want to include in the backup or just keep the defaults and click **Continue**. NOTE: User data and grades will NOT be included in the backup. If you need to keep grade information, you can [export grades via the grade book](#).
4. Click **Continue**. Note: The default file name includes the name of your course and the time and date of the backup.
5. Click **Perform this backup** at the bottom of the page.
6. The next page will say “The backup file was successfully created.” Click **Continue** again.

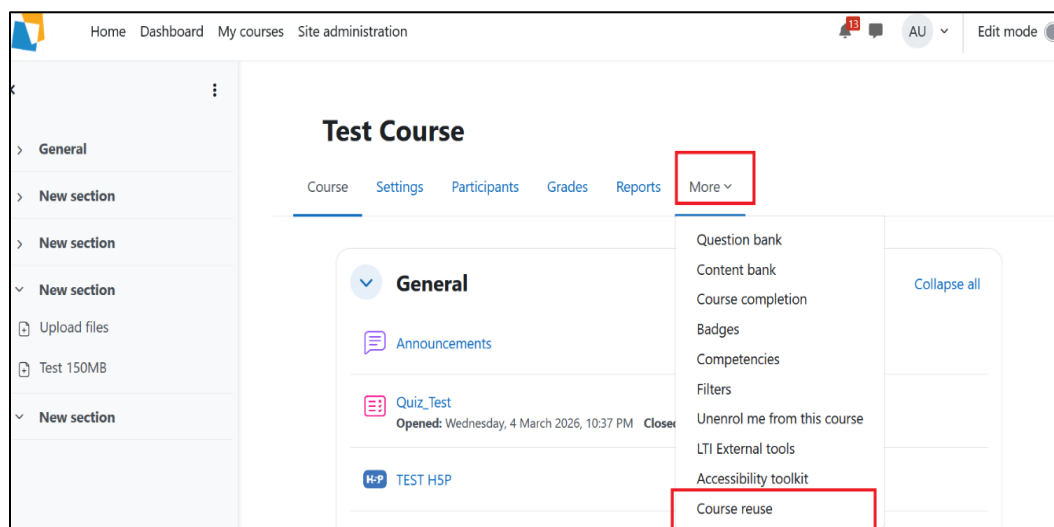


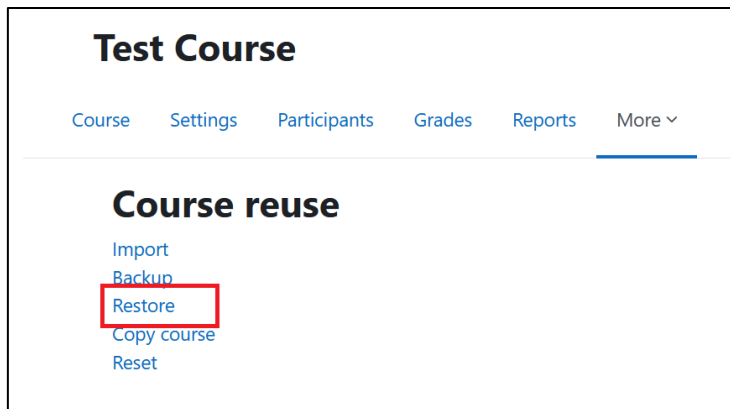
7. You should now see the backup in your private backup area. Click the link to **download** and save as desired in your local files.

Manage backup files				
User private backup area				
Filename	Time	Size	Download	Restore
backup-moodle2-course-33369--120261-20260811-0934-nu.mbz	Tuesday, 11 August 2026, 9:34 AM	24.5MB	Download	Restore
backup-moodle2-course-33389--220252-20260730-1450-nu.mbz	Thursday, 30 July 2026, 2:51 PM	1.5MB	Download	Restore

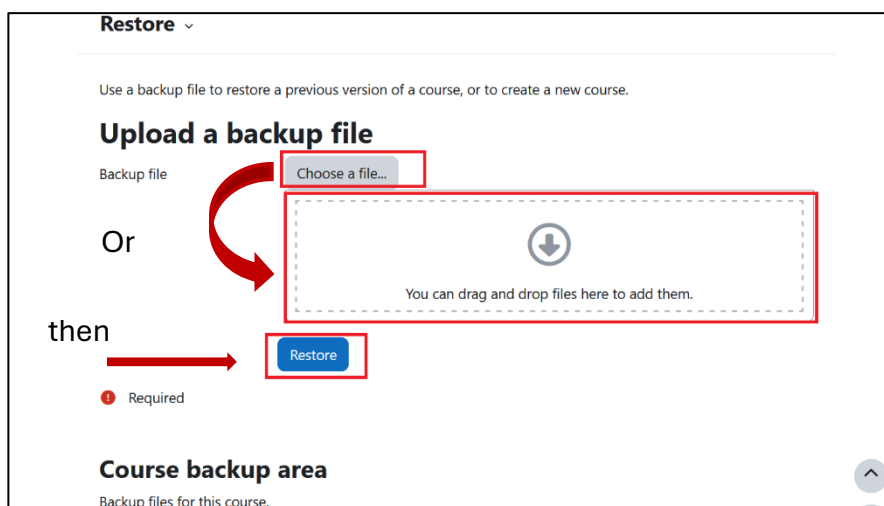
Step 2: Import and Restore into the New Moodle

1. **Log in** to your new Moodle site : <https://elearning.gju.edu.jo/login/index.php> (Username and Password same as old moodle) and open the destination course.
2. **Access the restore tool:** Click **More** tab -> **Course reuse**, then select **Restore**.





3. **Upload the backup:** Drag and drop your .mbz file into the upload area or choose the file from your computer, then click **Restore**.



4. **Review settings:** Click **Continue** and choose how to handle destination content (*Delete the contents of the course* , or *Merge* if it already contains items).



5. **Finalize:** Click **Next**, keep default configurations unless changes are needed, and select **Perform restore**. Click **Continue** once complete