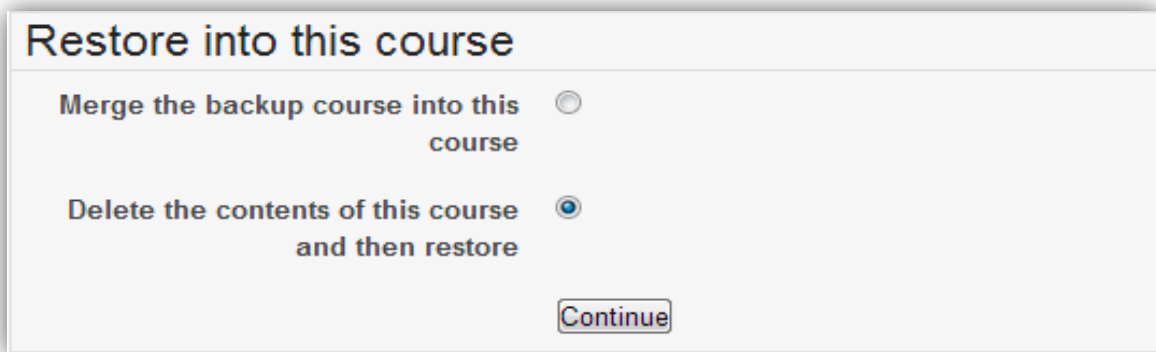


## Load a Course in Moodle from your Private Backup Area

1. Open the new (empty) course into which you want to restore a course
2. Click once on '**Administration**' to open
3. Select '**Restore**'
4. Scroll down to find the course you want to restore under '**User private backup area**'
5. Click '**Restore**' link to the right of course you wish to restore
6. Scroll all the way to the bottom of the page and click [Continue](#)
7. Scroll to the section entitled: Restore into this course
8. Click to select the radio button next to Delete the contents of this course...
9. Click to select [Continue](#)



**Restore into this course**

Merge the backup course into this course

Delete the contents of this course and then restore

[Continue](#)

10. Click [Next](#)
11. **Course Settings** - You may change the following:
  - Course name
  - Course short name
  - Course start date
12. Scroll to the bottom of the page and click [Next](#)
13. Scroll to the bottom of the page and click [Perform restore](#)

