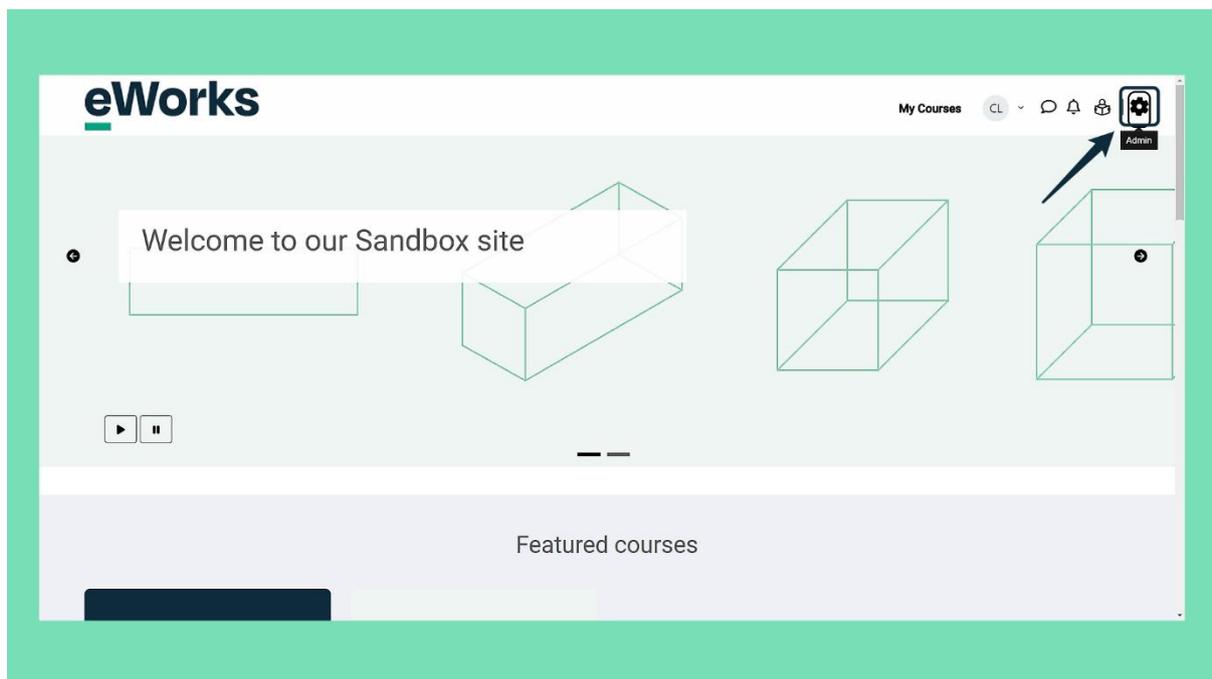# eWorks

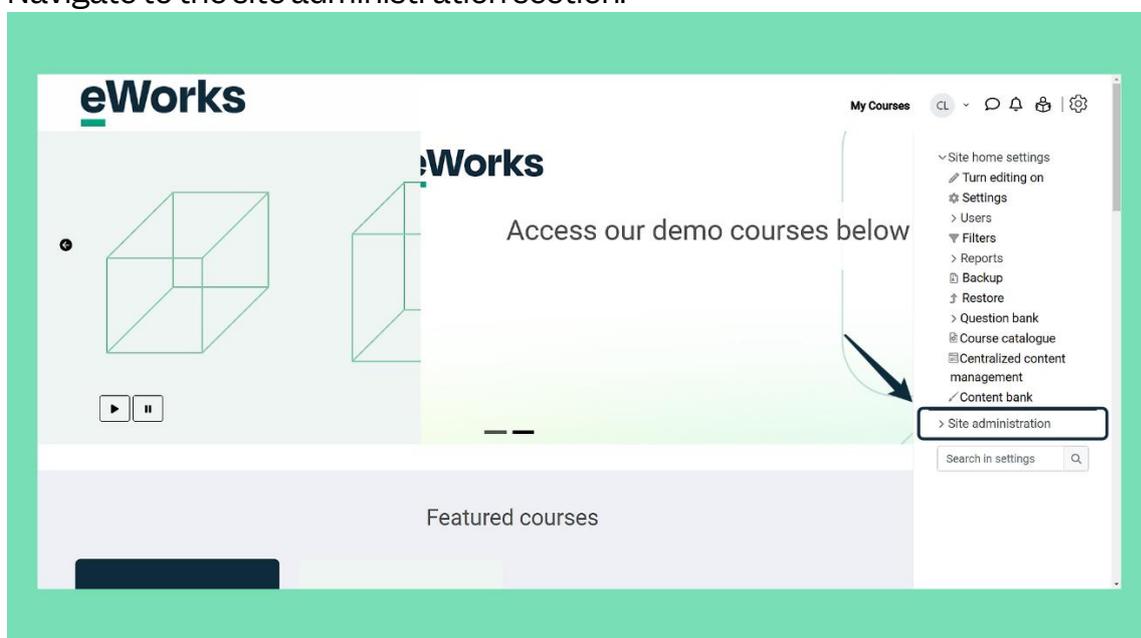## Restore a course from Moodle (.mbz) backup file

1. Admin Settings Icon

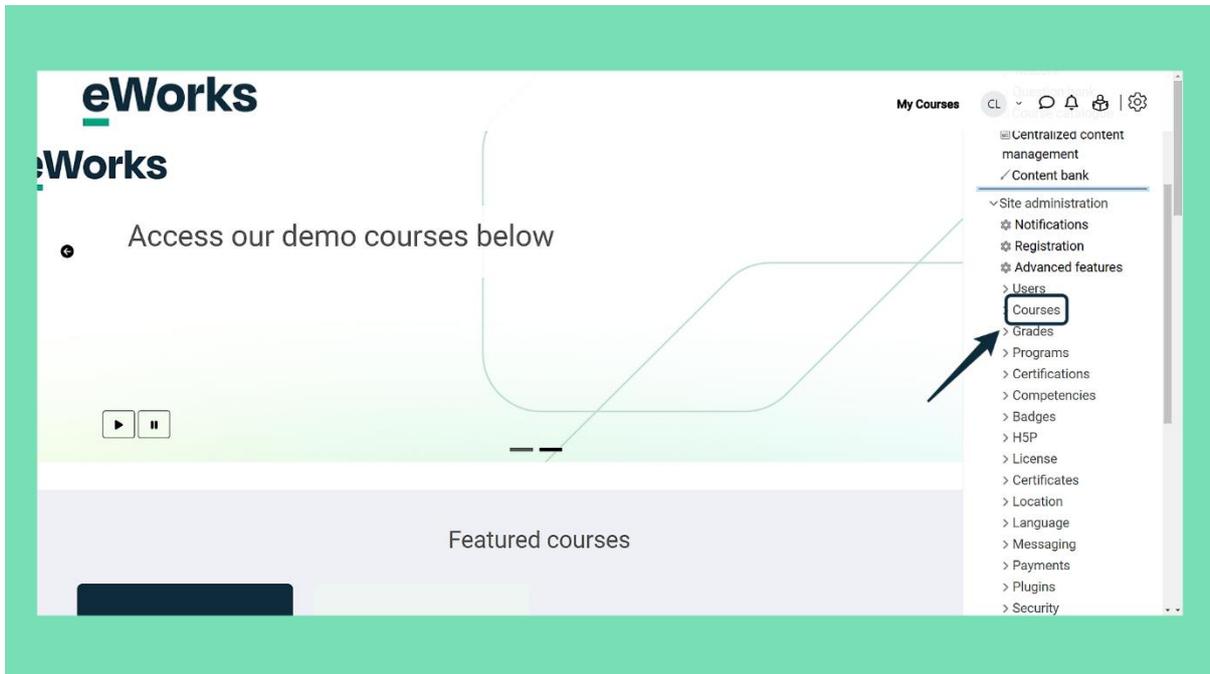Click on the Admin cog settings.

2. Site Administration Access

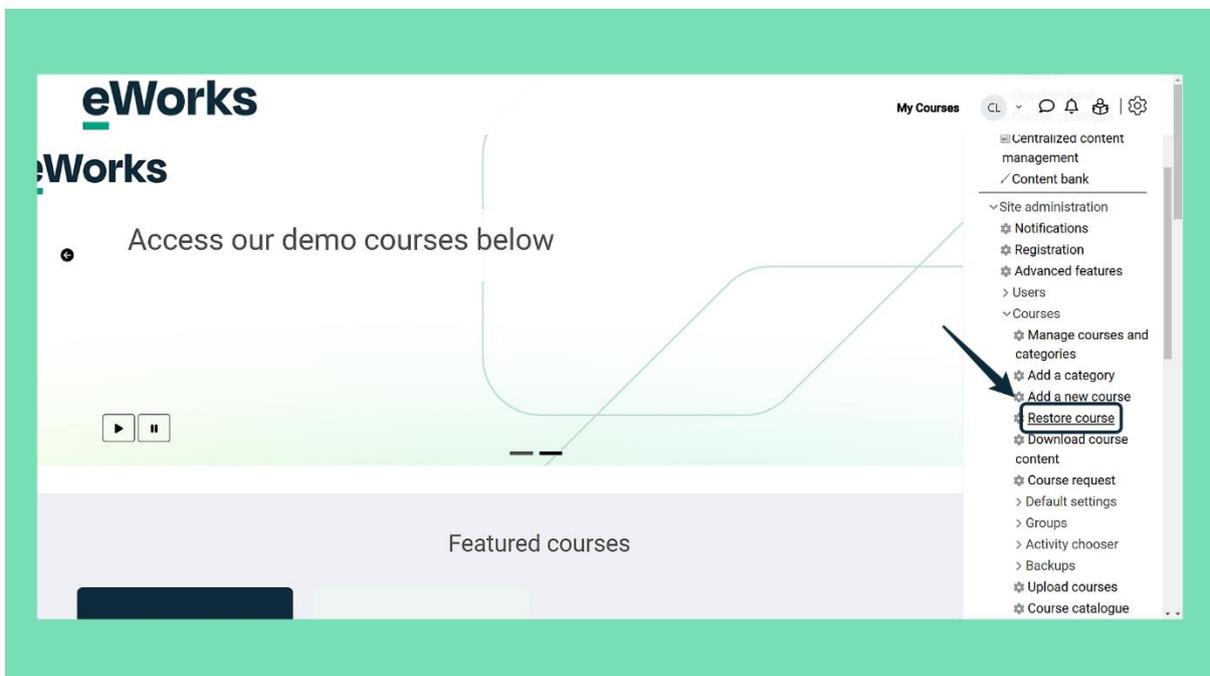Navigate to the site administration section.

3. Course Management Section

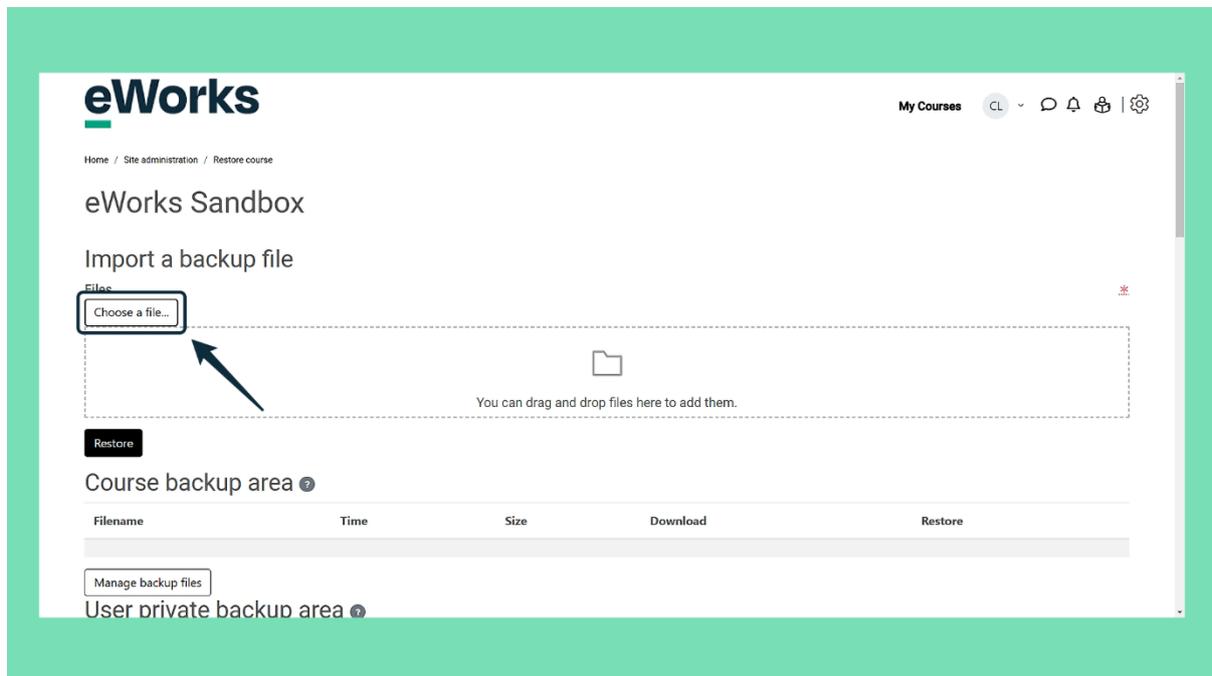Access the courses through this menu option.

4. Restore Course Option

Select the 'Restore course' option to begin the course recovery process.
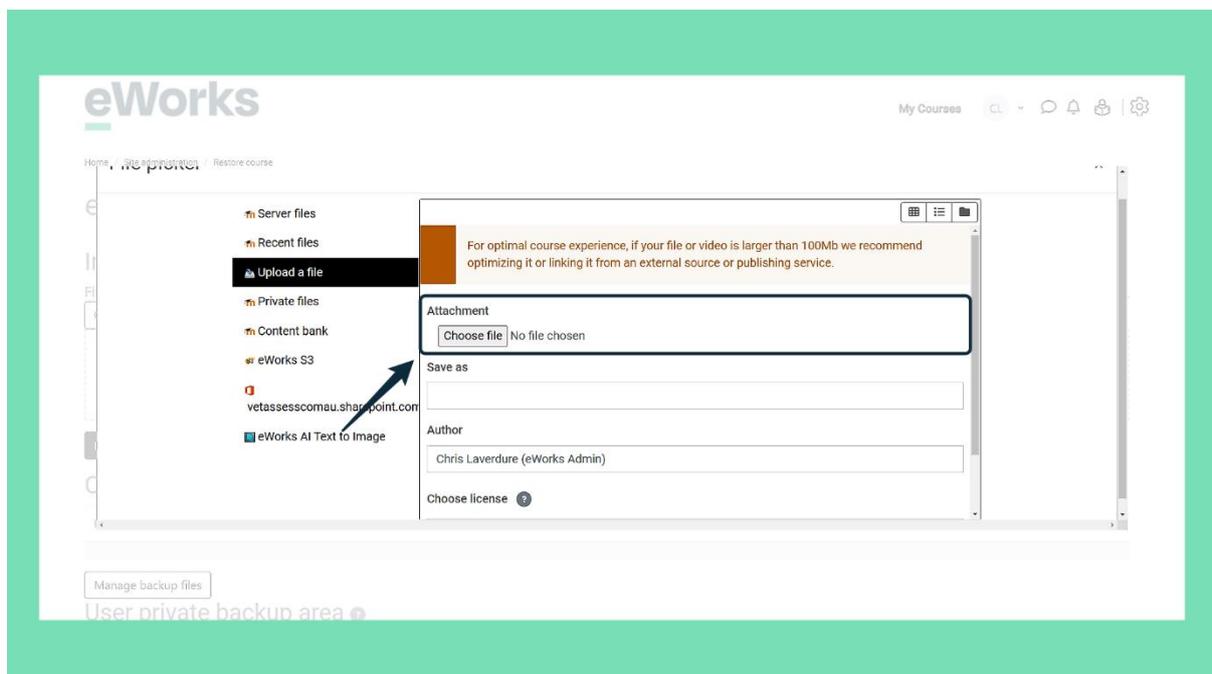
5. File Selection Button
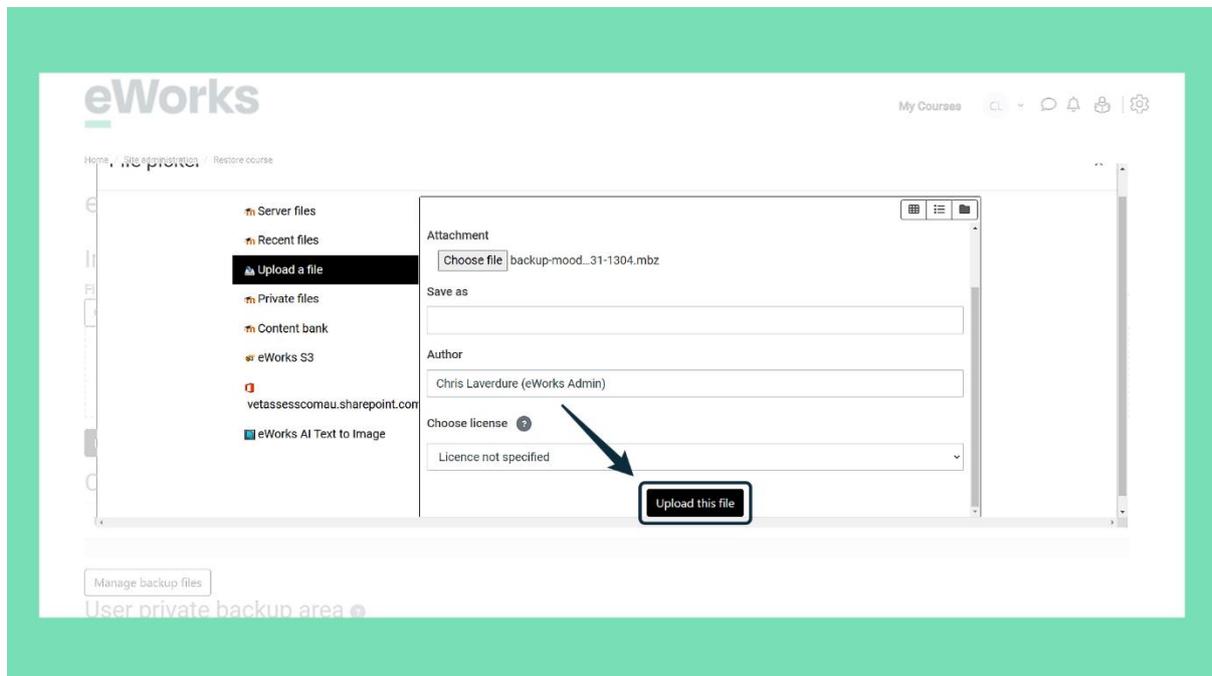
Click to choose a file for upload.

6. File Attachment

Select a file to attach by clicking on the 'Choose file' button and then locate the file on your computer.
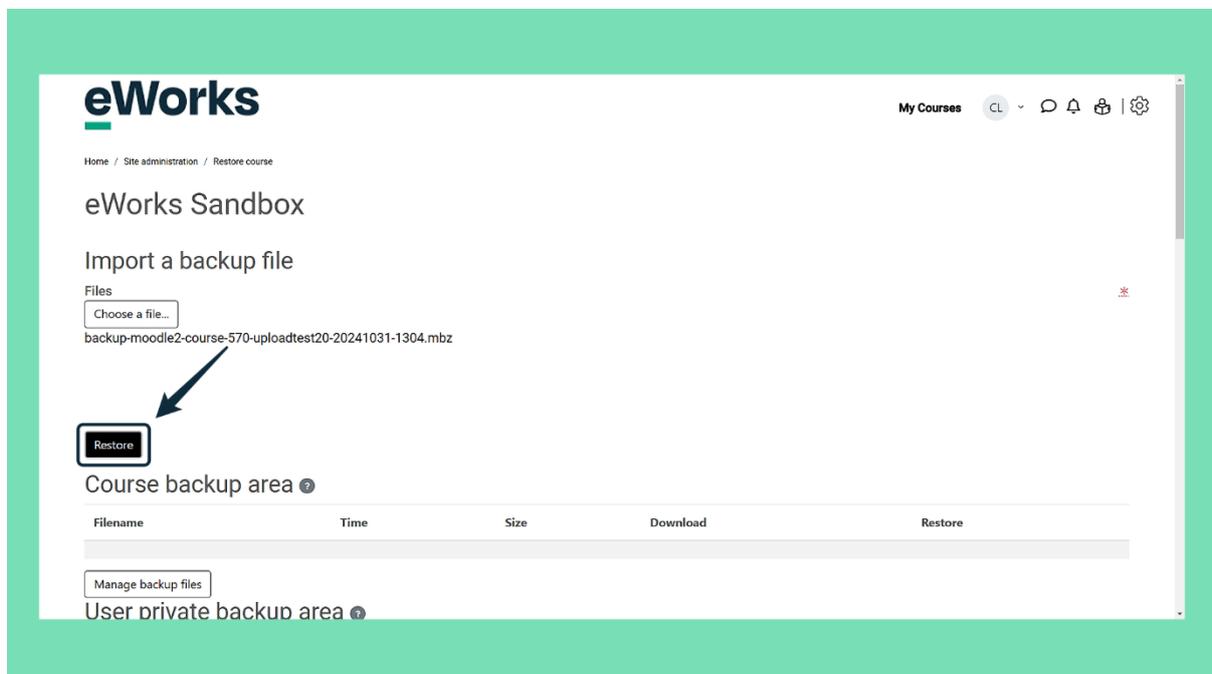
7. File Upload Button

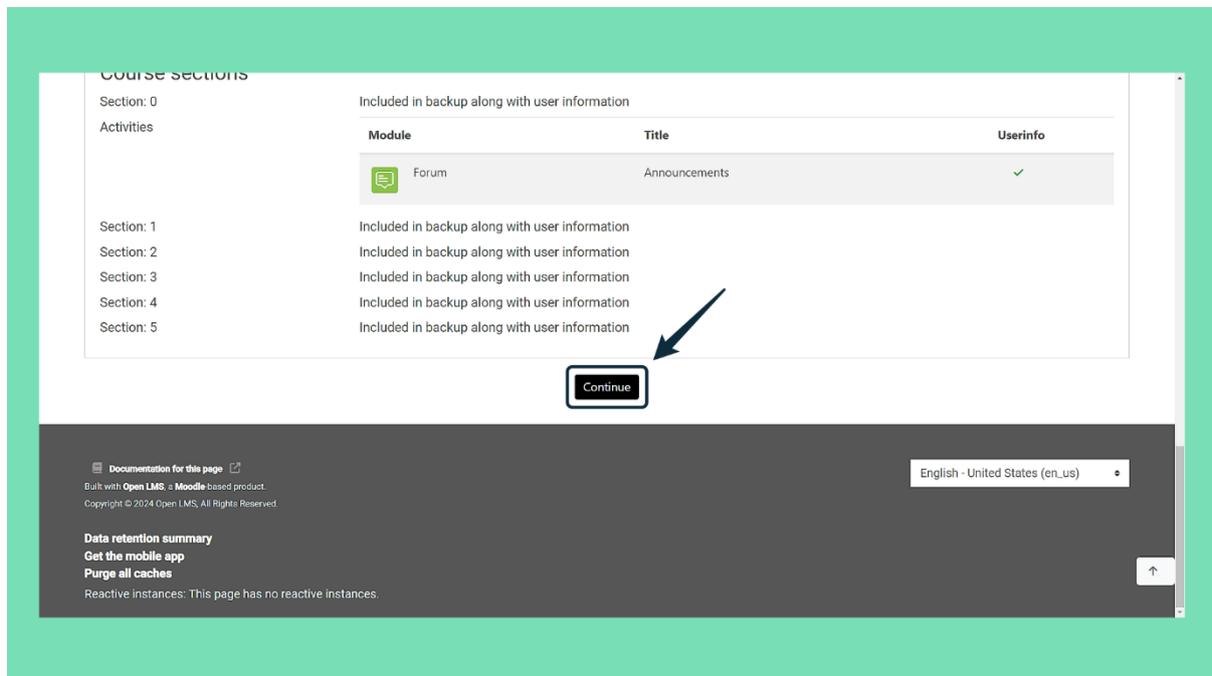Click the 'Upload this file' button to finalise.

8. Restore Backup File
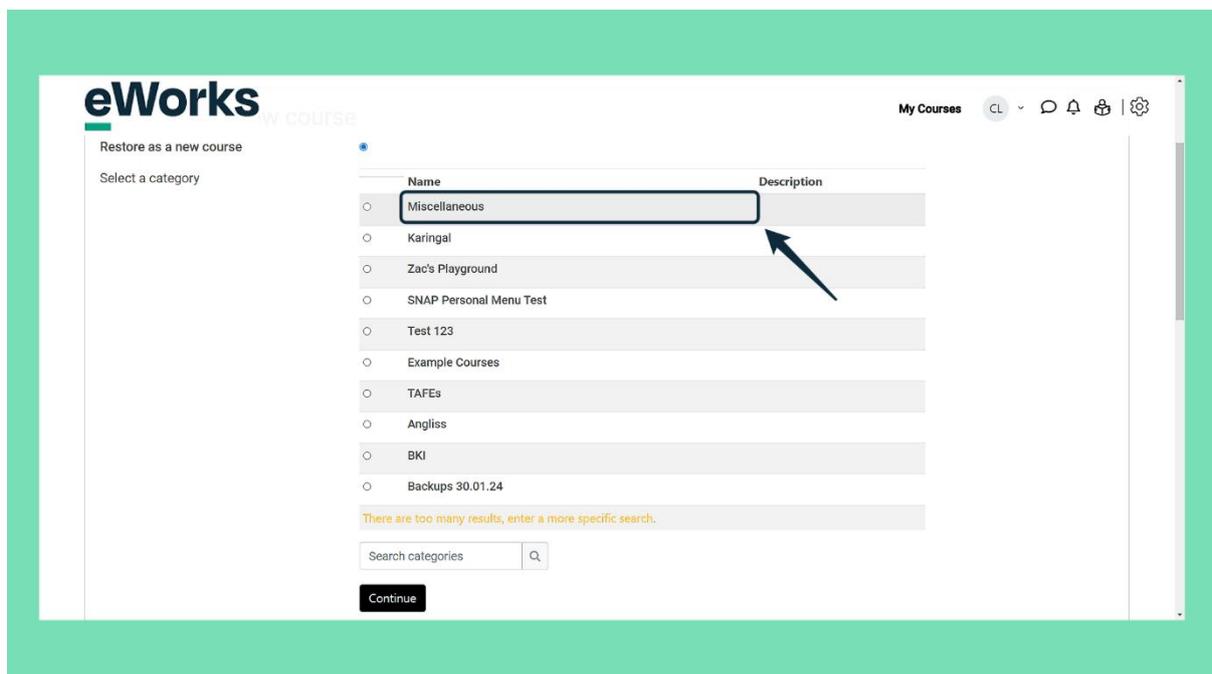
Click the 'Restore' button.

9. Proceed Button
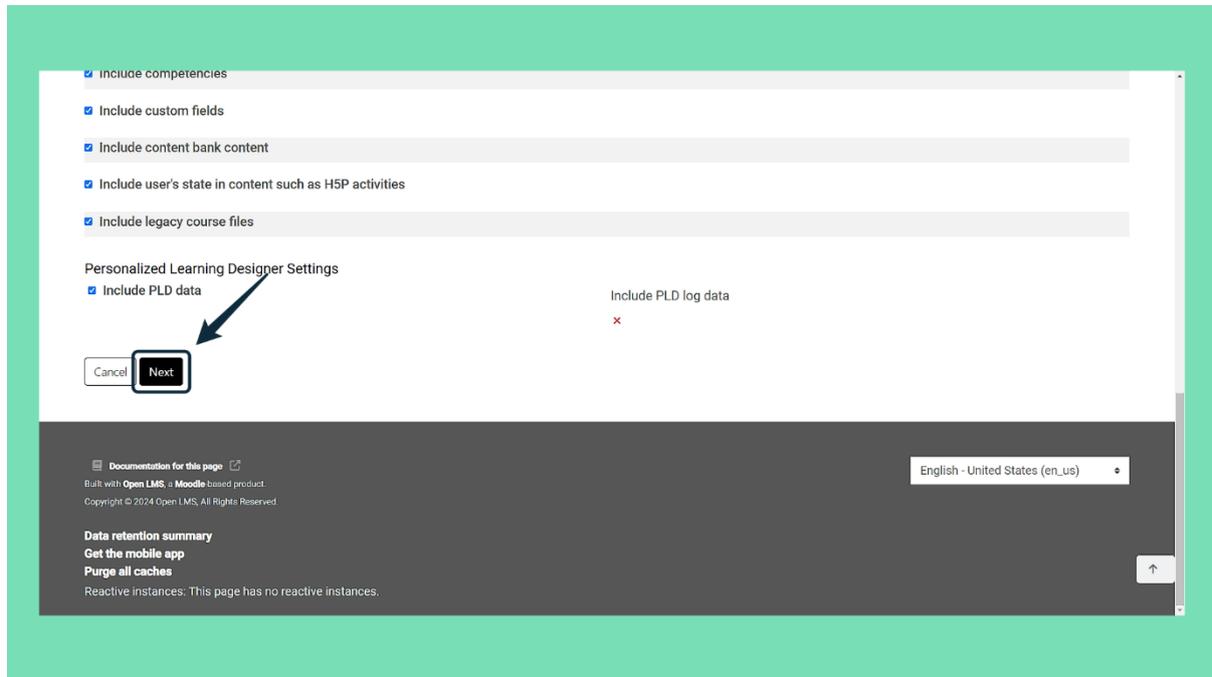
Scroll down this page and click on Continue.

10. Course Selection

Search or click on the category where you want the course to be restored and click on Continue when selected.
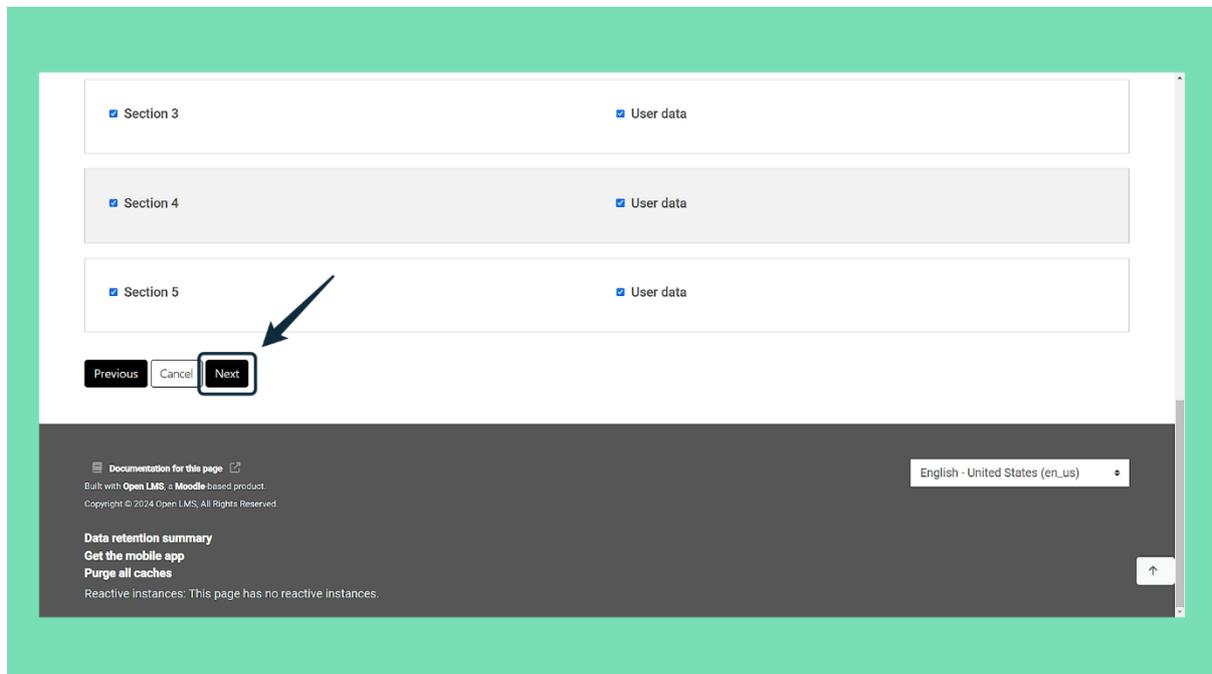
11. Proceed to the Next Step

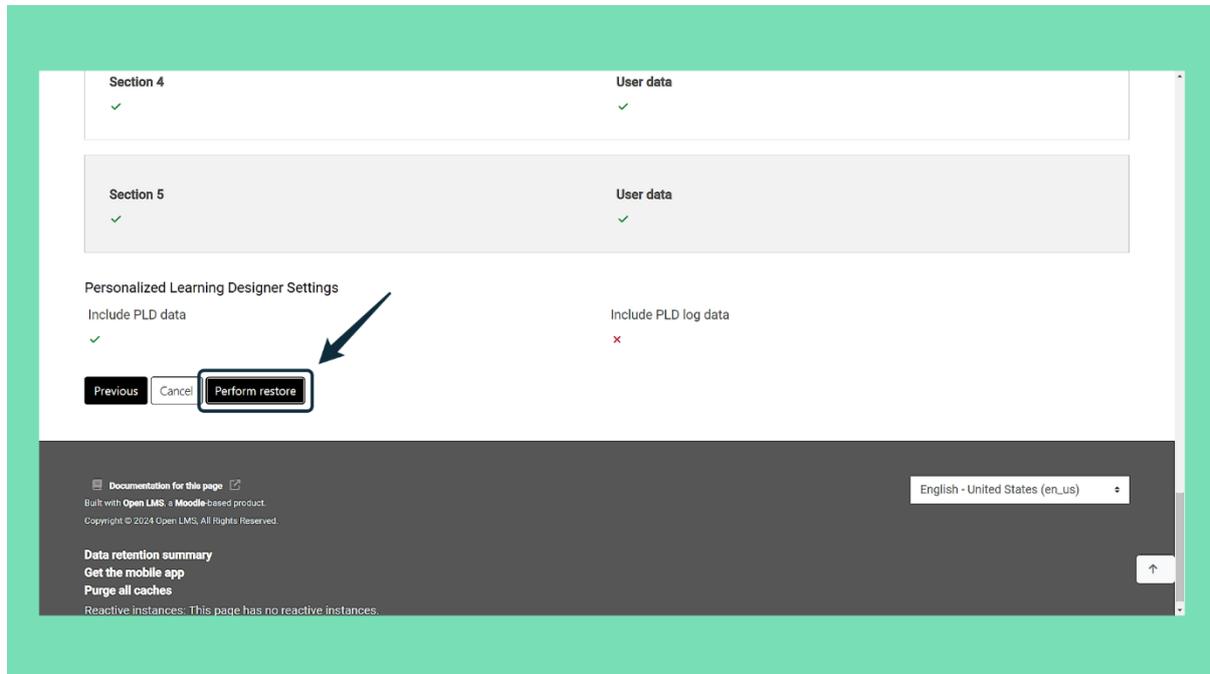Scroll down this page and click on Continue.

12. Proceed to the Next Step

Scroll down again on this page and click on Next.

13. Perform Restore Button

Scroll down on this page and click on Perform Restore.

14. Continue Button

If successful, the course restore message should appear. Click on continue to load the course.