HOW TO IMPORT COURSE FROM UVLe to UPM VLE

1. Log- in to uvle.upd.edu.ph

2. Go to the **Course Page**
3. In the **Administration Block**, there's a link under **Course Administration** menu called "**Backup**". Click on it.
4. Select desired settings in the "Backup Settings" page.
5. Continue the steps by click on **Next** until it prompts you to the last page then finally click **Perform Backup** button.
6. Back should now promptly begin and will show
7. If the backup is successful, the message returned should be. "**The backup file was successfully created.**"
8. Click **Continue**
9. Go down the page and look for the section **User private backup area.**
10. Look for the backup file you wish to download. Click on the **Download** button.

11. Log in to **vle.upm.edu.ph**

12. Click on the link **Restore Course** under **Administration** > **Site Administration** > **Courses**

13. Upload the backup file downloaded earlier (Step #9)

14. Click **Restore**

15. Follow the procedure until the course is already imported into upmvle.