



Course Copy Guide

This guide explains how to copy the contents of a previous course from the archive system into your new course on KHAS Learn. Please follow the steps carefully.



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KADIR HAS UNIVERSITY LEARNING MANAGEMENT SYSTEM – KHAS LEARN



Step 1: Access the Archive System

Go to <https://archive-learn.khas.edu.tr> and log in with your KHAS account. Select the academic term that contains the course you want to copy.



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Step 2: Select Your Course

From the My Courses page, click on the course you would like to copy.



KADIR HAS
ÜNİVERSİTESİ

Home Dashboard My courses Site administration MyKHAS Sparks More ▾

My courses

Course overview

All ▾

Search

Sort by course name ▾

Card ▾

Demo Course 102
Kadir Has Üniversitesi
Hidden from students

⋮

Demo Course 101
Kadir Has Üniversitesi
Hidden from students

0% complete

⋮





Step 3: Open Course Reuse

On the course homepage, click the “More” menu at the top, then select “Course Reuse.”

KADIR HAS
ÜNİVERSİTESİ

HomeDashboardMy coursesSite administrationMyKHASSparksMore ▾

×

⋮

> Course Overview

▾ New section

▾ Lecture Materials

▾ Assignments

> Exams & Quizzes

> Interactive Tools

▾ Extra Resources

▾ YÖK Audit Files

Demo Course

CourseSettingsParticipantsGradesReportsMore ▾

▾ Course Overview

Announcements

+

 Add an activity or resource

Question bank

Content bank

Course completion

Filters

Repositories

LTI External tools

Accessibility toolkit

Create merged course shell

Course reuse

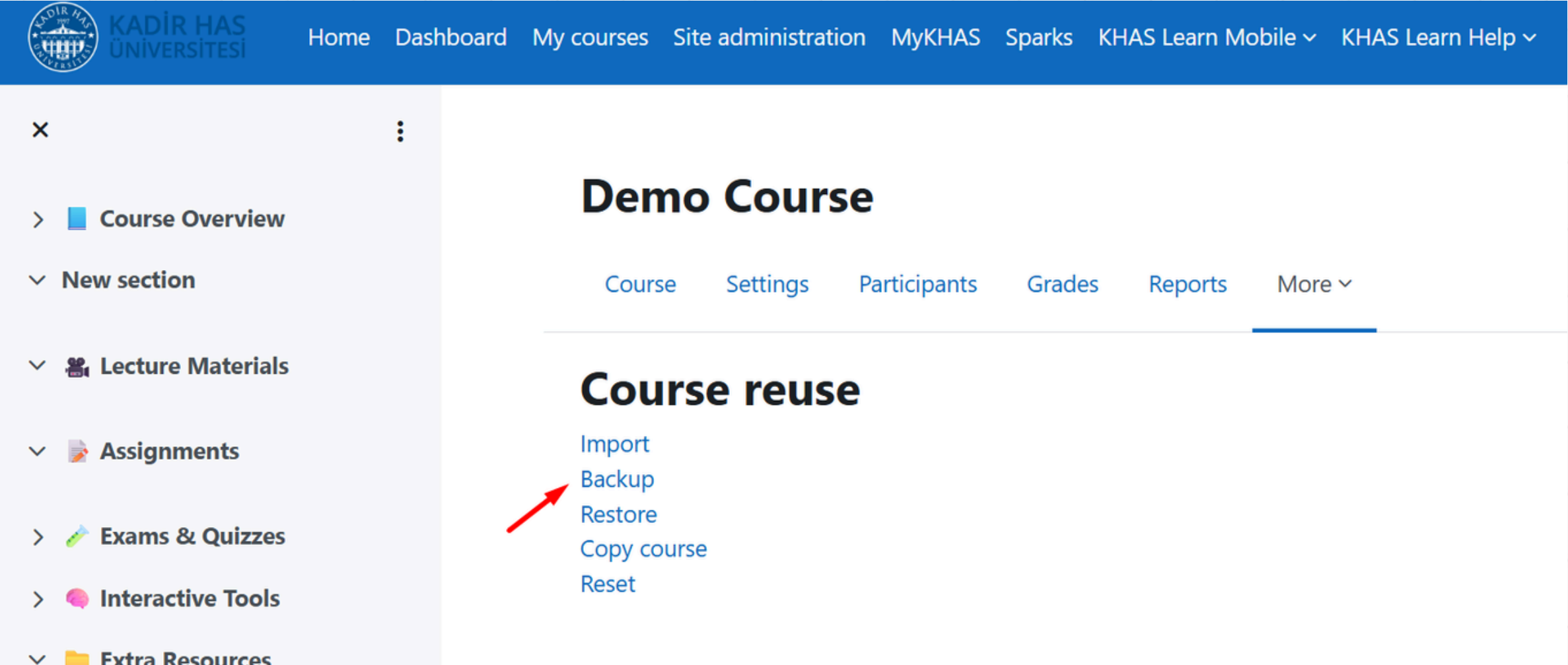




Step 4: Start the Backup Process

On the course homepage, in the Course Reuse screen, click **Backup** from the list.

This action will prepare a backup file containing the contents of your course.





Step 5: Jump to Final Step

At the bottom of the page, click the Jump to Final Step button.



Backup

1. Initial settings

2. Schema settings

3. Confirmation and review

4. Perform backup

5. Complete

Backup settings

IMS Common Cartridge 1.1

Include enrolled users

Anonymize user information

Include user role assignments

Include activities and resources

Include blocks

Include files

Include filters

Include comments

Include badges

Include calendar events

Include user completion details

Include course logs

Include grade history

Include question bank

Include groups and groupings

Include competencies

Include custom fields

Include content bank content

Include legacy course files

Jump to final step

Cancel

Next

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Step 6: Completing the Backup

Once the backup process is complete, click the Continue button.



Demo Course

Course Settings Participants Grades Reports **More** ▾

Backup ▾

Make a copy of this course, including all content and activity to date. You can use the backup file to restore the course.

1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ **5. Complete**

The backup process has completed

100.00%

The backup process has completed successfully.
You can access the backup on the [restore page](#).

Continue



Step 7: Downloading the Backup File

On the Archive page, as the final step, download the backup file of your course to your computer.

Demo Course

[Course](#)[Settings](#)[Participants](#)[Grades](#)[Reports](#)[More](#)

Restore

Use a backup file to restore a previous version of a course, or to create a new course.

Upload a backup file

Backup file

Choose a file...

Maximum size for new files: 1 GB

You can drag and drop files here to add them.

Restore

Required

Course backup area

Backup files for this course.

Filename	Time	Size	Download	Restore	Status
backup-moodle2-course-3390-dtc2025-20250702-1111.mbz	Wednesday, 2 July 2025, 11:11 AM	4.7 KB	Download	Restore	✓

Manage course backups

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Step 8: Accessing the New Course

After downloading the file, go to <https://learn.khas.edu.tr/> to access your new course.

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Dashboard

KHAS Learn Mobile App ▾

KHAS Learn Support & Guides

Dashboard

Course overview

All ▾

Search

Sort by course name ▾

Card ▾



Demo Course 101

Kadir Has Üniversitesi 202...

⋮



Demo Course 102

Kadir Has Üniversitesi 202...

⋮

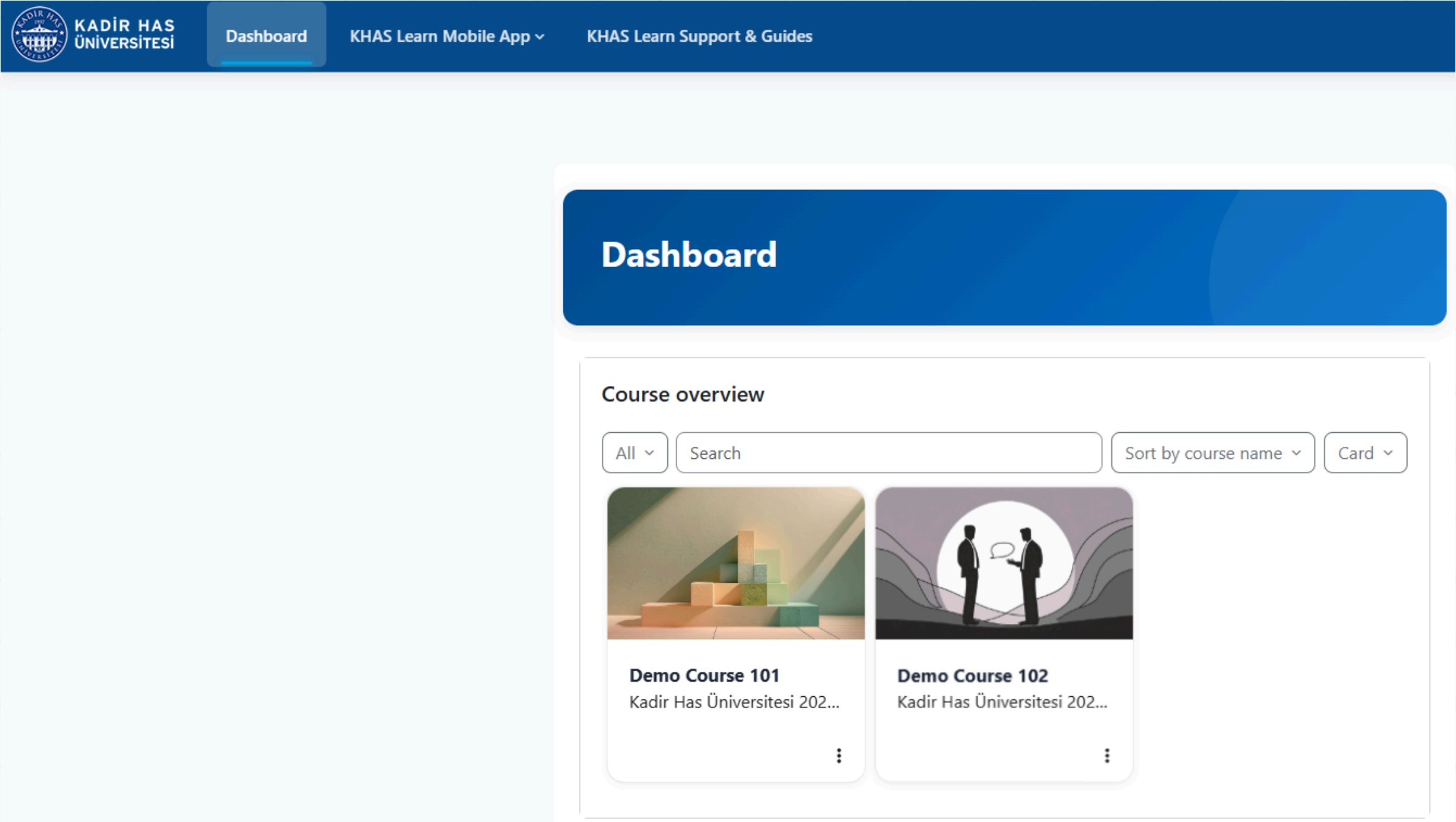
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Step 9: Entering the Target Course

Under the Course overview section on your Dashboard, click on the course you would like to copy.





Step 10: Opening Course Reuse in the New Course

On the course homepage, click the **More** link at the top, then select **Course Reuse** from the menu.

The screenshot shows the Kadir Has University KHAS Learn interface. At the top, there is a navigation bar with the university logo, 'KADIR HAS ÜNİVERSİTESİ', and links for 'Dashboard', 'KHAS Learn Mobile App', and 'KHAS Learn Support & Guides'. An 'Edit mode' toggle is on the right. Below the navigation bar, the course title 'Demo Course 101' is displayed. A sidebar on the left lists course sections: 'Course Overview', 'Lecture Materials', 'Assignments', 'Exams & Quizzes', 'Interactive Tools', 'Extra Resources', and 'YÖK Audit Files'. The main content area shows the 'Course Overview' section, which is currently hidden from students. A 'More' menu is open, showing options like 'Reports', 'Question banks', 'Content bank', 'Course completion', 'Filters', 'Repositories', 'LTI External tools', 'Recycle bin', and 'Course reuse'. The 'Course reuse' option is highlighted with a red arrow. A 'Syllabus' link is also visible at the bottom of the course overview section.



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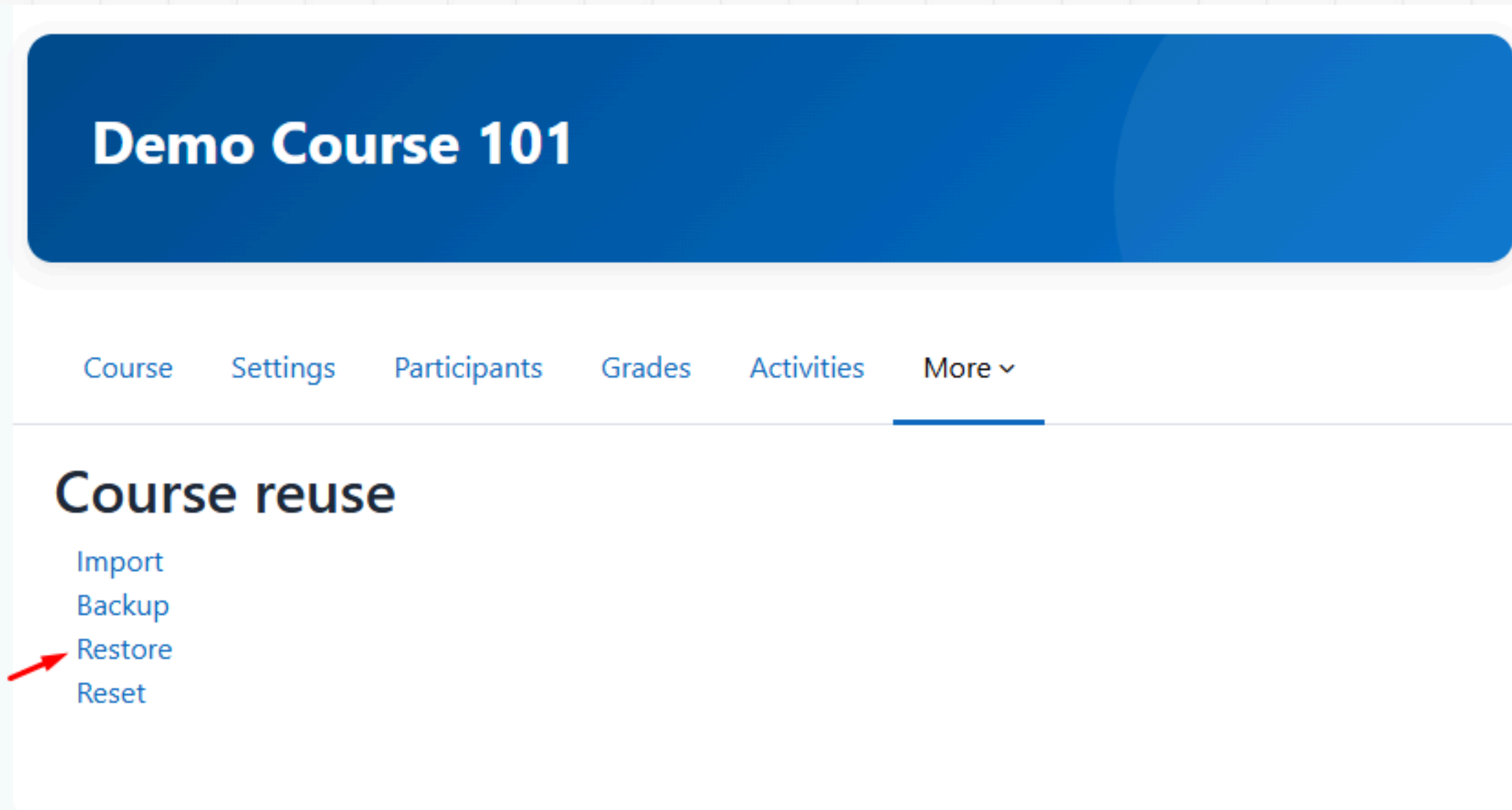
KADIR HAS UNIVERSITY LEARNING MANAGEMENT SYSTEM – KHAS LEARN



Step II: Starting the Restore Process

In the opened Course Reuse screen, select the **Restore** option from the list.

Then click the **Continue** button.





Step 12: Uploading the Backup File

Click the **Choose a File** link, select the downloaded file, and then click **Upload this File** followed by **Restore**.

Restore

Use a backup file to restore a previous version of a course, or to create a new course

Upload a backup file

Backup file

Choose a file... Maximum file size: 100 MB

Restore

Required

Course backup area

Backup files for this course.

Filename	Time	Size

Manage course backups

File picker

Content bank

Server files

Recent files

Upload a file

URL downloader

Private files

Wikimedia

KHASADMIN

Attachment

Dosya Seç Dosya seçilmedi

Save as

Author

Örnek Öğrenci

Choose licence

Licence not specified

Upload this file



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Step 13: Continuing the Restore

Click the **Continue** button to proceed.

Course details

Title DTC2025

Original ID 3390

Course sections

Section: 0

Activities

Module	Title
 Forum	Announcements

Section: 1

Section: 2

Section: 3

Section: 4

Included in backup along with user information

Included in backup along with user information

Included in backup along with user information

Included in backup along with user information

Continue





Step 14: Confirming Again

Click the **Continue** button once more to continue the restore process.



Demo Course 3

Course Settings Participants Grades Activities **More ▾**

1. Confirm ▶ **2. Destination** ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete

Restore into this course

Merge the backup course into this course ☒

Delete the contents of this course and then restore ☐

Continue



Step 15: Next Step

Click the **Next** button.



Demo Course 3

[Course](#)[Settings](#)[Participants](#)[Grades](#)[Activities](#)[More](#)

1. Confirm ➤ 2. Destination ➤ 3. **Settings** ➤ 4. Schema ➤ 5. Review ➤ 6. Process ➤ 7. Complete

Restore settings

Include enrolled users

✖ 👤

Include enrolment methods

No, restore users as manual enrolments 👤

☐ Include user role assignments

☒ Include permission overrides

☒ Include activities and resources

☒ Include blocks

☒ Include filters

☐ Include comments

☐ Include badges

☒ Include calendar events

☐ Include user completion details

Include course logs

✖ 🔒

Include grade history

✖ 🔒

☒ Include groups and groupings

☒ Include custom fields

☒ Include content bank content

☒ Include user's state in content such as H5P activities

☒ Include legacy course files

Cancel

Next

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Step 16: Proceeding Further

Click the **Next** button again.



Course settings

Overwrite course configuration

No

Course name

Demo Course 3

Course short name

DM3-2025.1

Course start date

Friday, 15 August 2025, 12:00 AM

Select

All / None (Show type options)

☒ Section 0	User data	
☒ Announcements	-	
☒ Section 1	User data	
☒ Section 2	User data	
☒ Section 3	User data	
☒ Section 4	User data	

Previous

Cancel

Next



Step 17: Performing the Restore

Click the **Perform Restore** button to proceed.

Course settings

Overwrite course configuration

No

Course name

Demo Course 3

Course short name

DM3-2025.1

Course start date

Friday, 15 August 2025, 12:00 AM

Section 0	✓	User data	✗
Announcements	✓	-	✗
Section 1	✓	User data	✗
Section 2	✓	User data	✗
Section 3	✓	User data	✗
Section 4	✓	User data	✗

Previous

Cancel

Perform restore





Step 18: Final Continue

On the displayed screen, without selecting anything, click the **Continue** button.

Demo Course 3

Course Settings Participants Grades Activities More ▾

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ **6. Process** ▶ 7. Complete

The role in the backup file cannot be mapped to any of the roles that you are allowed to assign.

Restore role mappings

student

None ▾

Continue

Cancel





Step 19: Process Completed

When you see this confirmation message, the copy process is complete.

Click the **Continue** button to return to the course homepage.

Demo Course 3

[Course](#)[Settings](#)[Participants](#)[Grades](#)[Activities](#)[More ▾](#)

3 ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete

The restore process has completed

100.00%

The restore process has completed successfully. Clicking continue will take you to the [course for the restored item](#).

Continue



