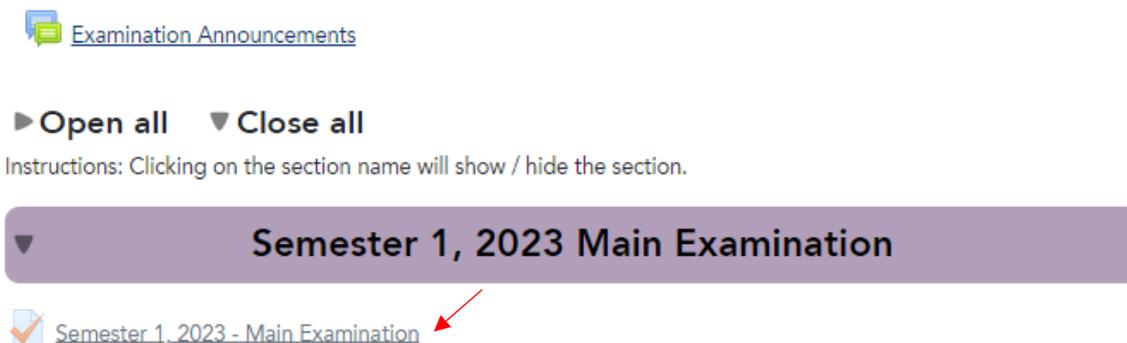


How to use an old exam (backing up an old exam) to re-use in your LEO examination unit

Generating the backup:

1. Access the appropriate LEO unit where the quiz is stored



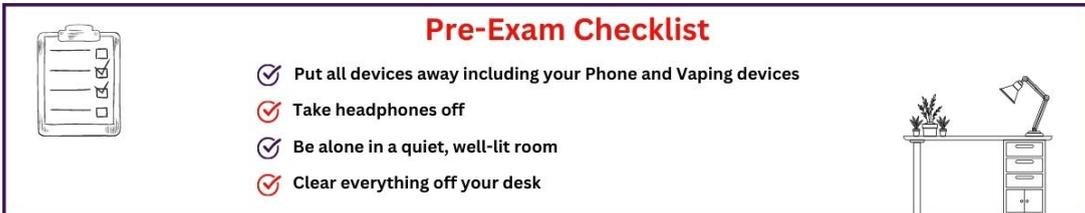
2. Click on cog in the top right-hand corner, and select 'backup'

EXAM – LEO QUIZ – TEMPLATE FOR LEO QUIZ – National – Semester 1, 2023

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Semester 1, 2023 - Main Examination

Exam Information



Pre-Exam Checklist

- ✓ Put all devices away including your Phone and Vaping devices
- ✓ Take headphones off
- ✓ Be alone in a quiet, well-lit room
- ✓ Clear everything off your desk

Contact Details

If you have questions regarding **examination content**, please contact your Lecturer in Charge:

National/Online: Online Smith - Online.Smith@acu.edu.au

Ballarat: Ballarat Smith - Ballarat.Smith@acu.edu.au

Blacktown: Blacktown Smith - Blacktown.Smith@acu.edu.au

Brisbane: Brisbane Smith - Brisbane.Smith@acu.edu.au

- Edit settings
- Group overrides
- User overrides
- Edit quiz
- Preview
- Results
 - Grades
 - Responses
 - Statistics
- Locally assigned roles
- Check permissions
- Filters
- Backup**
- Restore
- Question bank
 - Questions
 - Categories
 - Import
 - Export

3. Click 'next' (no need to change or tick/un-tick any settings)

Backup settings

Include enrolled users	<input type="checkbox"/>
Anonymize user information	<input type="checkbox"/>
	<input checked="" type="checkbox"/> Include user role assignments
	<input checked="" type="checkbox"/> Include activities and resources
	<input checked="" type="checkbox"/> Include blocks
	<input checked="" type="checkbox"/> Include files
	<input checked="" type="checkbox"/> Include filters
	<input type="checkbox"/> Include comments
	<input type="checkbox"/> Include badges
	<input checked="" type="checkbox"/> Include calendar events
	<input checked="" type="checkbox"/> Include user completion details
	<input type="checkbox"/> Include unit logs
	<input type="checkbox"/> Include grade history
	<input checked="" type="checkbox"/> Include question bank
	<input checked="" type="checkbox"/> Include groups and groupings
	<input checked="" type="checkbox"/> Include custom fields
	<input type="checkbox"/> Include content bank content

[Jump to final step](#) [Cancel](#) [Next](#)

4. Click 'next'

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

Include:

<input checked="" type="checkbox"/> Semester 1, 2023 - Main Examination	
---	--

[Previous](#) [Cancel](#) [Next](#)

[◀ Examination Announcements](#)

Jump to...

5. Click 'perform backup'

Include groups and groupings	✓
Include custom fields	✓
Include content bank content	✗

Included items:

Semester 1, 2023 - Main Examination	✓	-	✗	🔒
-------------------------------------	---	---	---	---

[Previous](#) [Cancel](#) [Perform backup](#)

There are required fields in this form marked !.

6. Click 'continue'

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

The backup file was successfully created.

[Continue](#)

[◀ Examination Announcements](#)

7. Scroll down to the bottom of the page, where you will see your latest backup files. Click 'download' on the most recent file.

[Manage backup files](#)

User private backup area

Filename	Time	Size	Download	Restore
backup-moodle2-activity-4607593-quiz4607593-20230201-1539-nu.mbz	Wednesday, 1 February 2023, 3:43 PM	9.6MB	Download	Restore
backup-moodle2-activity-4462682-quiz4462682-20221011-1525-nu.mbz	Tuesday, 11 October 2022, 3:27 PM	13.5MB	Download	Restore
backup-moodle2-activity-4182772-quiz4182772-20220801-1547-nu.mbz	Monday, 1 August 2022, 3:50 PM	9.4MB	Download	Restore
backup-moodle2-activity-4272630-quiz4272630-20220614-1349-nu.mbz	Tuesday, 14 June 2022, 1:49 PM	874.8KB	Download	Restore
backup-moodle2-activity-4182192-quiz4182192-20220614-1313-nu.mbz	Tuesday, 14 June 2022, 1:13 PM	876.2KB	Download	Restore
backup-moodle2-activity-4235886-quiz4235886-20220527-1522-nu.mbz	Friday, 27 May 2022, 3:22 PM	9.4MB	Download	Restore
backup-moodle2-activity-4182356-quiz4182356-20220527-1516-nu.mbz	Friday, 27 May 2022, 3:17 PM	9.4MB	Download	Restore

[Manage backup files](#)

8. The file will download to an MBZ File (.mbz) – Save the file and email to acu.examinations@acu.edu.au
9. Examinations team will import the file into the current Leo examination page during the building process.