



Moodle 2.8

Course Copy Using Backup & Restore

Backup Process

1. Login to Moodle: <http://moodle.cpcc.edu>
2. Go to the **source course (the course you wish to copy from)**
3. Create a **BACKUP** of the source course. In your **source course** (the course you wish to copy from), click on **Backup** in the **Administration** block
Here is the procedure: **Administration block**> **Course administration** > **Backup**

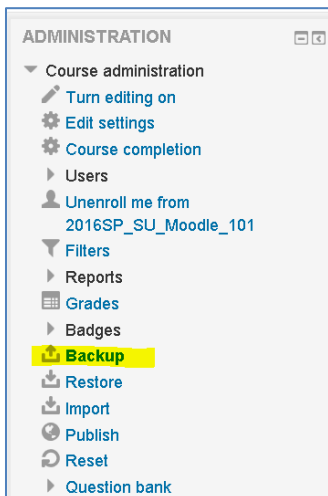


Figure 1 SOURCE COURSE - Administration block, Course Administration, Backup

4. You will be prompted to the process of copying the shell (5 steps)

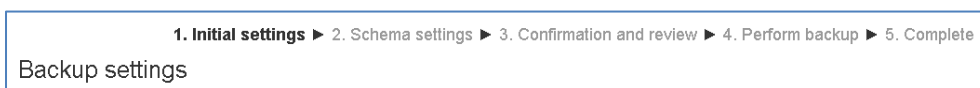


Figure 2 SOURCE COURSE - Process to copy shell: showing Initial Settings (step 1 of 5)

5. From the **Initial Settings**, accept the defaults.
Leave un-selected: "IIMS Common Cartridge 1.1, Include enrolled users, anonymize information, include grade history".
6. Go to the bottom of the page and click on **Jump to final step**

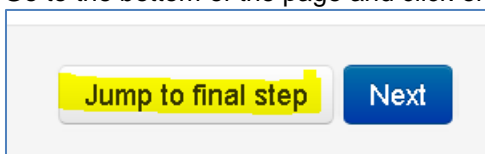


Figure 3 SOURCE COURSE - Jump to final step

- Wait until backup is created successfully complete, and once you receive confirmation click **Continue**

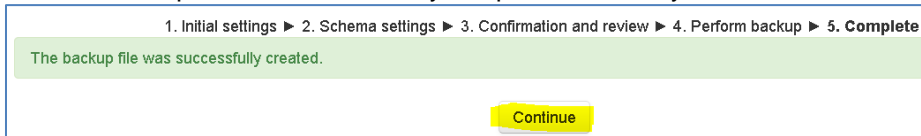


Figure 4 SOURCE COURSE - Process backup successful.; Click continue

- Backup courses will be stored in the **User Private Backup AREA** under **Restore** in the **Administration** block.

User private backup area [?]				
Filename	Time	Size	Download	Restore
backup-moodle2-course-13163-2016sp_su_moodle_101-20160719-2149-nu.mbz	Tuesday, July 19, 2016, 9:49 PM	1.9MB	Download	Restore

Figure 5 SOURCE COURSE - User private backup area

Restore Process

- Go to the **destination course (the course you wish to copy into*)**
 * The destination course is usually your semester shell. To see your semester shell, [Moodleize](#) your course first.
- In your destination course (**the course you wish to copy into**), i.e. 2016 FA Moodle, obtain the Course Information: **Course full name** and **Course short name**.
 * *This step is very important. We will need this information later. It is better to copy this information in a separate file. You will paste it later.*
- Click on **Edit Settings** in the **Administration** block.

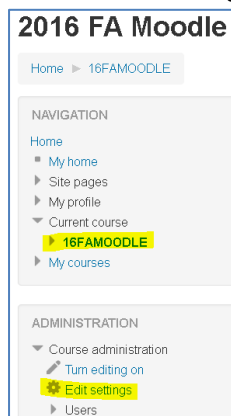


Figure 6 DESTINATION COURSE Administration Block, Edit Settings

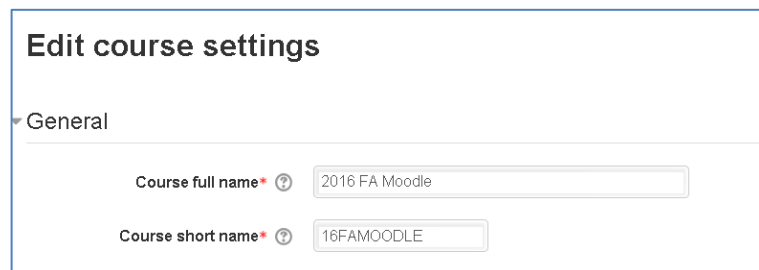
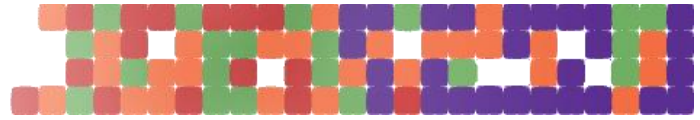


Figure 7 DESTINATION COURSE - Obtain EXACT **Course Full Name** and **Course short Name**

You may want to copy/paste this information in a document. It will be used in the restore process later on.



- In your destination course (**the course you wish to copy into**), click on **Restore** in the **Administration** block.

Here is the procedure: **Administration block > Course Administration > Restore**

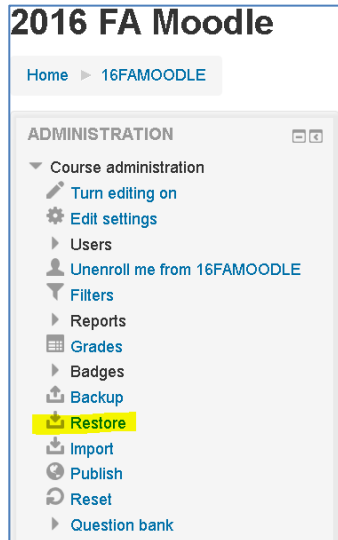


Figure 8 DESTINATION COURSE: Administration block, Course Administration, Restore

- Choose the course you previously backed up:

- by clicking on the **Restore** link from the User private back up area, as shown in figure 9

User private backup area				
Filename	Time	Size	Download	Restore
backup-moodle2-course-13163-2016sp_su_moodle_101-20160719-2149-nu.mbz	Tuesday, July 19, 2016, 9:49 PM	1.9MB	Download	Restore

Figure 9 DESTINATION COURSE: Restore file in User private backup area

- If backup file is not listed in the **User private backup** area, click on **Choose a file> Recent Files** find the course backup, then click on **Restore** (figure 10)

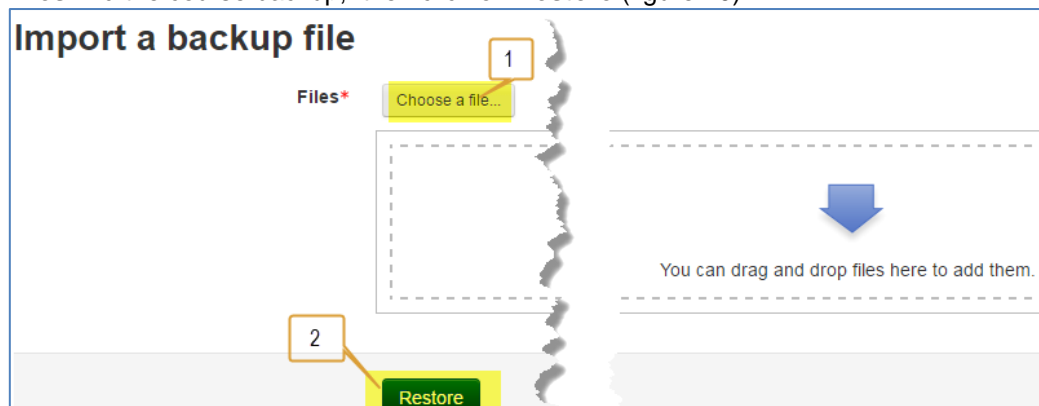


Figure 10 Browse for the file

6. You will be prompt to the process of **restoring** the Moodle shell (7 steps).

During the first step, confirm **Backup details**, accept defaults and click **Continue**

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

Figure 11 DESTINATION COURSE – Restore process: Confirm (step 1)

During the second step, Destination,;

Choose **Restore into this course** and **Delete the contents of this course and then restore**, and click **Continue**

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

Figure 12 DESTINATION COURSE – Restore process: Destination (step 2)

Restore into this course

Merge the backup course into this course

Delete the contents of this course and then restore

Continue

Figure 13 DESTINATION COURSE – Restore process:

Destination (step 2), choose option “Delete contents of this course and then restore”

During third step, **Settings**, review the **Restore settings** on the next step and click **Next**

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

Figure 14 DESTINATION COURSE – Restore process: Settings (step 3)

In the next step, **Schema**, under **Course settings**:

- Type (or paste) **Course full name** and **Course short name** of the *destination course*
*Moodle is case sensitive, thus, ensure **Course name** and **short name** are typed (or pasted) as it appears in your destination shell. Make sure there aren't extra characters (spaces, etc.)*
- Change **Keep current enrollments** to **YES**
- Change **Overwrite configuration** to **YES**
- and click **NEXT**

See figure 15



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

Course settings

Course name

Course short name

Course start date

Keep current roles and enrollments

Keep current groups and groupings

Overwrite course configuration

destination course

Figure 15 DESTINATION COURSE – Restore process: Schema (step 4)
 Add **Course name** and **short name** of Destination course
 Change "**Keep current roles and enrollment**" and "**Overwrite configuration**" to YES

In the next step (Review), accept defaults and click on **PERFORM RESTORE**

2. In the next step (Process), accept defaults and click **Continue**
3. Complete: at this point the course was restore, click on **Continue** to see the restored shell

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

The course was restored successfully, clicking the continue button below will take you to view the course you restored.

Figure 16 DESTINATION COURSE – Restore process: Complete (step 7)