

## Backing up and Restoring a Course

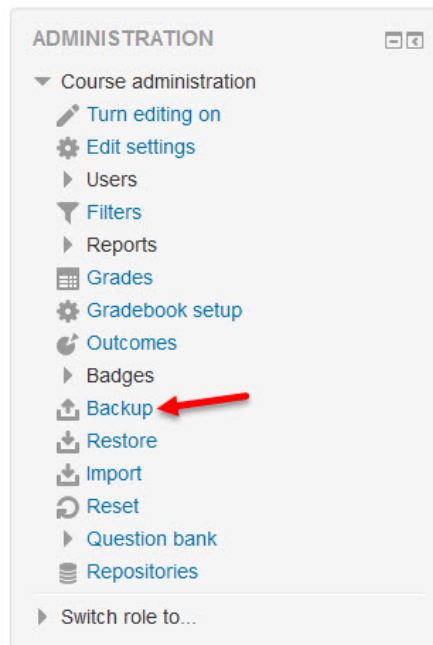
A very important skill for an editing teacher is how to create a back up of a course. Using the backup function allows teachers to retain a copy of a course that they have customized for future re-use. The backup file can be downloaded and stored safely on the teacher's own computer. Because Moodle is an open-source learning management system that is used widely in education and training, teachers may have an opportunity to restore a course for re-use elsewhere.

Teachers developing a course should familiarize themselves with the backup and restore function. This feature allows them to create backups at regular intervals and revert back to a previous version if needed.

### Backing up a Course

- These instructions explain how to back up a course with students and course data. Teachers can create a backup without users or data by de-selecting "Include enrolled users" in step 2 below (1. Initial settings)
- Teachers can use the Reset function to remove students and delete all course data.

1. Click Backup in the Course administration section of the Administration block on your course home page.



2. **Initial settings:** Make any changes required and click the Next button, or Jump to final step if you don't need to make any further changes.

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

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

### Backup settings

IMS Common Cartridge 1.1	<input type="checkbox"/>
Include enrolled users	<input checked="" type="checkbox"/>
Anonymize user information	<input 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 filters	<input checked="" type="checkbox"/>
Include comments	<input checked="" type="checkbox"/>
Include badges	<input checked="" type="checkbox"/>
Include calendar events	<input checked="" type="checkbox"/>
Include user completion details	<input checked="" type="checkbox"/>
Include course logs	<input type="checkbox"/>
Include grade history	<input type="checkbox"/>
Include question bank	<input checked="" type="checkbox"/>
Include groups and groupings	<input checked="" type="checkbox"/>

Deselect "include enrolled users" to remove students and their data from the backup file.

3. **Schema settings:** Scroll down and click the Next button. (Default settings include all activities and resources. It is possible to use the checkboxes to backup specific content using the checkboxes.)

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

4. **Confirmation and review:** Scroll down and click the Perform backup button. It may take a few minutes before the next screen displays.)

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

- Optional: Rename the backup file in the Filename section

Filename You can change the default name of the backup here.

Filename\*

- A green check mark ✓ shows an item or data that will be backed up.
- A red X ✗ marks an item or data that will NOT be backed up.

#### Backup settings

- IMS Common Cartridge 1.1 ✗
- Include enrolled users ✓
- Anonymize user information ✗
- Include user role assignments ✓
- Include activities and resources ✓
- Include blocks ✓
- Include filters ✓
- Include comments ✓

**Perform backup:** The length of the back up process depends on the course size, i.e. file uploads, SCORM objects, media files, etc.



- A message appears indicating the backup was successfully created.

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

The backup file was successfully created.



5. **Complete:** Click the Continue button to advance to the Restore page.

- The Restore course page appears.
- Your new backup file will appear in the section, Course back area. If there are multiple backup files, locate your new file by the Filename or Time columns.

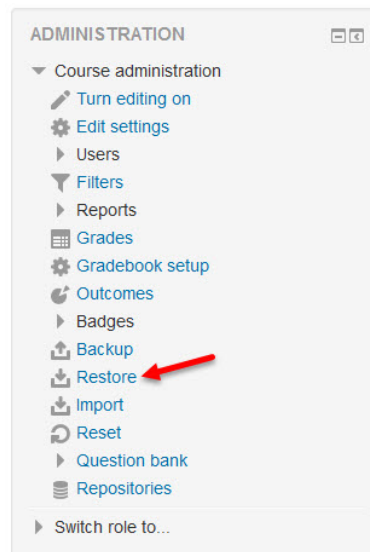
- Click the Download link next to your backup file to save a copy on your computer. (It's good practice to keep backups of important work in more than one location.)

### Course backup area

Filename	Time	Size	Download	Restore
backup-moodle2-course-3-linc4_ok-20160814-2241.mbz	Sunday, 14 August 2016, 10:52 PM	122.9MB	<a href="#">Download</a>	<a href="#">Restore</a>
backup-moodle2-course-3-linc4_ok-20160705-1718.mbz	Tuesday, 5 July 2016, 2:18 PM	122.4MB	<a href="#">Download</a>	<a href="#">Restore</a>

## Restoring a Course

- It is necessary to have a Moodle 2.x backup file to restore a course. The extension for this type of file is .mbz. See the Backing up a Course section of this document for step-by-step instructions on creating a course backup.
- Click Restore in the Course administration section of the Administration block on your course home page.



- The Restore course (Import a backup file) page appears.
- Locate (or upload) the target backup file and click the Restore link next to it.

### Course backup area

Filename	Time	Size	Download	Restore
backup-moodle2-course-3-linc4_ok-20160814-2241.mbz	Monday, 15 August 2016, 1:52 AM	122.9MB	<a href="#">Download</a>	<a href="#">Restore</a>
backup-moodle2-course-3-linc4_ok-20160705-1718.mbz	Tuesday, 5 July 2016, 5:18 PM	122.4MB	<a href="#">Download</a>	<a href="#">Restore</a>

3. **Confirm:** The Confirm page appears. Scroll down and click the Continue button.

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



4. **Destination:** Select “Delete the contents of this course and then restore” unless you want to add new content to the existing course.)

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

If this setting is selected, the restore function will add the backup file to the existing course content.

Delete the contents of this course and then restore

If this setting is selected, the target course content will be deleted and the backup will be restored into it.

- Teachers who can edit more than one course will have the option to restore the backup file into those courses. Restoring in these courses includes the same options of deleting or adding it to existing content in the target course.

5. Click the Continue button



6. **Settings:** Click Next to retain the same settings as the backup.

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



7. **Schema:** Scroll down and click the Next button

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



## Course settings

Course name

Course short name

**Course start date** Tuesday, 6 September 2016, 12:00 AM

Keep current roles and enrolments

Keep current groups and groupings

Overwrite course configuration

[Next](#)

Ignore these options. They are used when restoring a backup file to a new (not existing) course.

Ignore these options.

Select Yes to replace the course settings in the target course with those in the backup file.

- The default settings will mark everything in the backup file with selected checkboxes. Teachers can deselect the checkboxes if they don't want that content restored.
8. **Review:** Review the content being restored and then click the Perform restore button.

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



- A green check mark shows something that will be restored into the target course.
- A red X shows an item that will NOT be restored.
- Navigate back, if necessary, to make any changes.

**Process:** The restore process may take a few minutes depending on the size of the backup file (and how busy the web server is at the time the file is being restored).

- A message appears confirming the restore process was successful

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. ✕



9. **Complete:** Click the Continue button to go to the newly restored course.

### Backup and Restore Help links

[Moodle Documents: Course Backup](#)

<[http://docs.moodle.org/31/en/Course\\_backup](http://docs.moodle.org/31/en/Course_backup)>

[Moodle Documents: Course Restore](#)

<[http://docs.moodle.org/31/en/Course\\_restore](http://docs.moodle.org/31/en/Course_restore)>

[Moodle Documents: Backup and restore FAQ](#)

<[http://docs.moodle.org/31/en/Backup\\_and\\_restore\\_FAQ](http://docs.moodle.org/31/en/Backup_and_restore_FAQ)>