

Moodle Instructor Guide: Course Backup and Restore

Backup and Restore Moodle Courses from One Term to Another

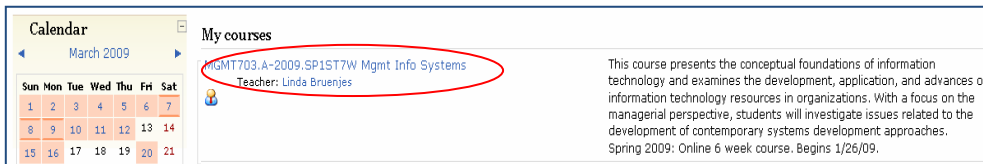
Why backup and restore?

When the Enrollment Office sets up a new term on the Moodle server, all courses in PowerCAMPUS will be created in Moodle. The new courses are “shells” — there is no content in them (and by default, they are hidden so that students can’t see them). If you want to use the content from a course you previously developed, you can back up that course and restore the course content to another shell course.

This document will cover the process of backing up the existing courses and restoring a backup-course to a shell course in the new term.

Backing up a Course

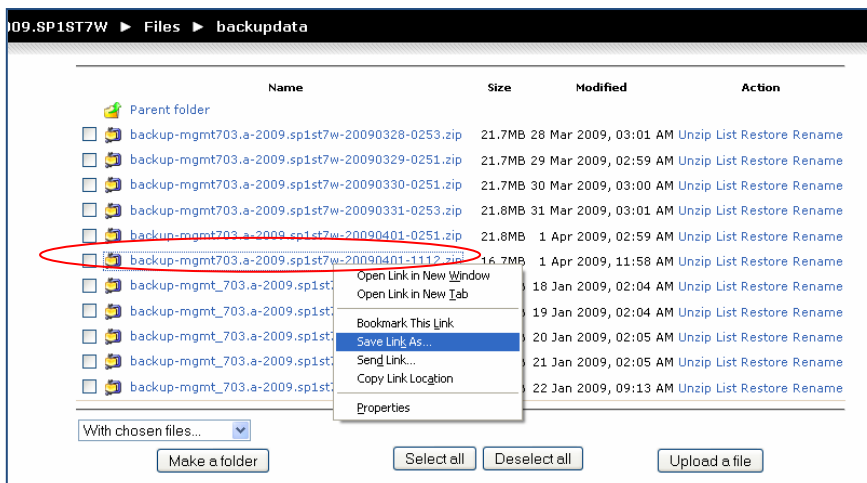
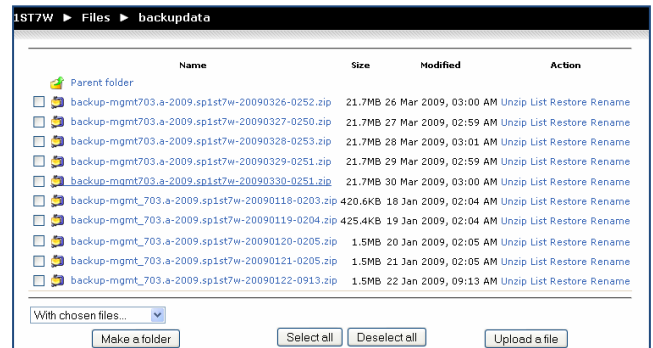
1. Log in to Moodle and click on the course you want to back up. Then, we would click the name of the course under the link under “My courses” label:



2. Moodle provides backup files for you:

Click the “Files” link in the course’s Administration block. Click the “backupdata” folder. You will see a list of backup files already in the folder because Moodle backs up your course each day.

3. To copy the course you just backed up to a different term, you’ll need to download the backup file to your local computer or your H drive. To do that, right click on the name of the file (circled above), click “Save Link as”, and specify where you want to save the file. The resulting file should be in the format of backup-COURSESHORTNAME-DATE-TIME.zip.



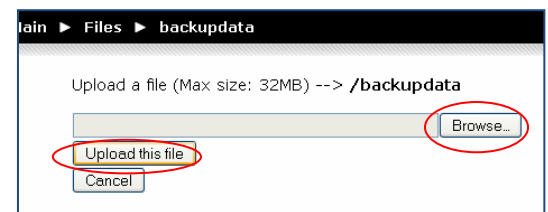
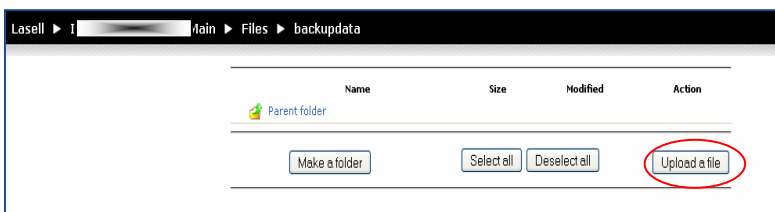
Congratulations! You have saved the Moodle backup course to your computer!

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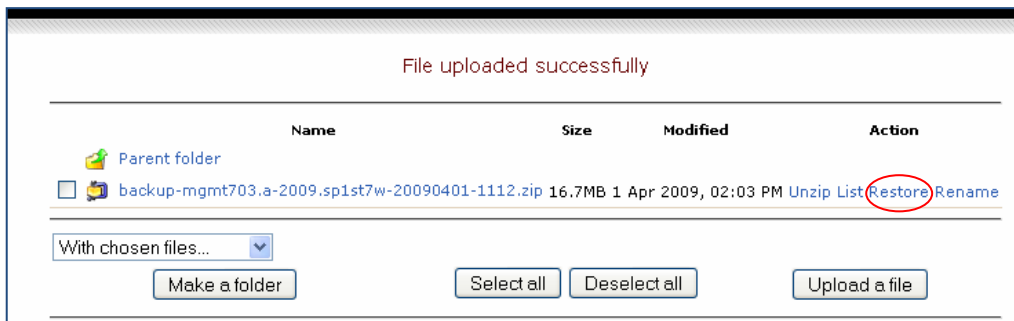
Restoring a Backup-course to a Shell Course in the New Term

1. Log in to Moodle and go to the shell course you want to restore the backup TO (the target of the restore) by clicking on the link under “My Courses.” In this example, we will be copying the MGMT703.A course from Spring 2009 to Summer 2009. We would click the “MGMT703.A – 2009.SU1ST7W Mgmt Info Systems” link under “My courses” label to enter the shell course.
2. Once you are in the target course, click the “Restore” link in your Administration block.
3. Now you need to upload the backup file for the course you want to restore. Click the “Upload a file” button, which will take you to the Upload page and click the “Browse...” button to select the file you want to upload from your computer. Then, click the “Upload this file” button. It will take a couple of minutes to finish uploading.

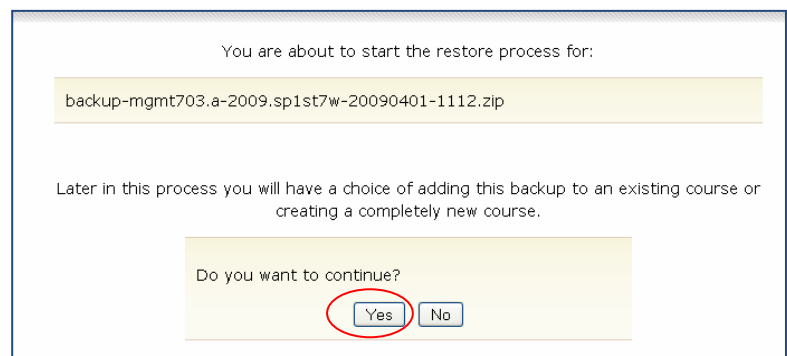


Note: If the files size of your backup course is larger than Lasell Moodle maximum uploading size 32MB, Moodle will not allow you to upload the backup file to the new shell course by yourself. Please contact Virginia Broaddus for assistance with uploading your file. After it has been uploaded to the file repository of your new shell course, you can go to step 4 and continue the restoring process.

4. Once the file finishes uploading, you should see it listed in the window, with a set of links (Unzip, List, Restore, Rename) to the right. To restore this course, click the “Restore” link (circled below):



5. In the next window, you'll be asked if you want to start the restore process. Click “Yes” where it asks if you want to continue.



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6. The next screen is just a status page that will show you detail information about the course backup file. Scroll to the bottom of the page and click “Continue.”

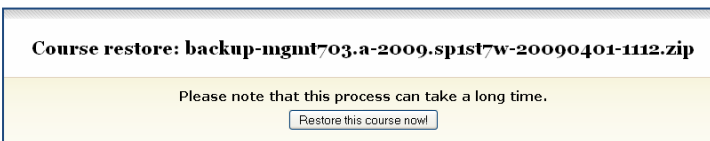
7. On the top of the next screen (Course restore), change the “Restore to” setting to “Existing course, deleting it first.” The key is to **NOT** select “Existing course, adding data to it”—you will always want to delete the existing data first.

Please make sure to click the “None” link in the right-hand column. All the ‘User Data’ boxes in that column should now be **NOT** selected.

8. At the bottom of the page, you’ll see a set of selection options similar to what you saw in step 3 of the backup process. Make sure that the circled menus are set exactly as they appear on the right:

9. Scroll to the bottom of the Course restore window, and click “Continue” button.

10. On the next screen click “Restore this course now.”



11. You’ll get a series of status messages as the restore progresses (“Copying course files,” “Creating course modules,” and so forth).

12. Once the restore completes, you should see the message “Restore completed successfully.” At this point, you can click the “Continue” button, and you are ready to begin editing your course.

If you don’t see the “Restore completed successfully” message, then either the course restore hasn’t finished (it can take up to more than ten minutes), or a problem occurred. If the message doesn’t appear after 30 minutes, please contact your Moodle Maven for assistance.

