Backup A Course

- 1.) Login to Moodle.
- 2.) Click on the course you would like to **Backup**.
- 3.) From the Administration block, click **Backup**.

		C Turn Edit On
	Your progress 🕐	& ADMINISTRATION
Word 2013		 Course administration Edit settings Turn editing on Course completion Users Unenrol me from PPTWORD2013 Filters Reports Gradebook setup Outcomes Badges Backup Restore Import Publish Reset Question bank

4.) Backup Settings are listed. Make sure to **uncheck the box for enrolled users**. **You do not want to bring over students and their work**. You are only backing up the content.

Backup course: PPTWORD2013 Danboard / My courses / PPTWORD2013 / Backup
1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete
Backup settings
IMS Common Certridge 1.1
Dinclude enrolled users
Anonymize user information
R Include user role assignments
R Include activities and resources
(2 Include blocks
R Include filters
2 Include comments
R Include badges
g Include calendar events
R Include user completion details
Include course logs
Include grade history
(2) Include question bank
R Include groups and groupings
R Include competencies
Jump to final step Cancel Next

- 5.) Once done, there are two ways you can backup.
 - a. Click on Jump to final step orb. Click on Next

Option A: Jump to final step

• After step 4, click on jump to final step.

Backup course: PPTWORD2013
Dashboard / My courses / PPTWORD2013 / Backup
1. Ivitial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete
Backup settings
MS Common Cartridge 1.1
Include enrolled users
Anorymze user information
Include user role assignments
R Include activities and resources
g Include blocks
Include filters
✓ Include badges
st Include calendar events
✓ Include user completion details
Include course logs
Include grade history
8 Include question bank
密 Include groups and groupings
Jump to final step Cancel Next

• This will perform the backup.

• Once the green bar appears saying "The backup file was successfully created" you may click continue.

	_
Backup course: PPTWORD2013 Dashbaard / My courses / PPTWORD2013 / Backup	
1. Initial settings > 2. Schema settings > 3. Confirmation and review > 4. Perform backup > 5. Complete	
The backup file was successfully created.	×
Continue	

• The next screen that appears will display user private backup area. You should see the course that was just backed up as an .mbz file. Click on download and save the file to your desired external device.

Restore course Dashboard / My courses / PPTWORD2013 / Restor	e					
Import a backup file Fics	* Choose	a fie	•			
There are required fields in this form marked *. Course backup area $\ensuremath{}$	Restore	•	You can drag and drap files he	re to add them.		
Filename Manage backup files User private backup area ©	Time	Size	Download	Restore		
Filename backup-moodle2-course-5413-pptword2013-20190720	8-1833-nu.mbz		Time Sunday, 28 July 2019, 6:35 PM	Size 344.7MB	Download Download	Restore Restore

Option B: Click on Next

• After step 4, click on next.

shboard / My courses / PPTWORD2013 / Backup			
itial 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			
i Include filtere			
Include litters			
Include comments			
Include badges			
j Include calendar events			
Include user completion details			
Include course logs			
Include grade history			
Include question bank			
Include groups and groupings			
Include competencies			

• The screen that appears allows you the option to deselect any content, activities or resources that you do not want to backup.

Initial settings > 2. Schema settings > 3. Confirmation and review > 4. Perform backup > 5. Complete					
Select All / None (Show type options)					
⊠ General	User data	× &			
9 Course Forums 🧳		× Ab			
☑ Questions on the Syllabus? 🖷		× 2h			
🗷 Ciass News 🏾 🥫		★ ▲			
🗑 Attendance 🐌		× A			
R PowerPoint and Word 2013 Virtual Classroom		★ ▲			
g Video 🖷		× A			
12 Michael Firven 🚜		× A			
16 Test 4 🖉		★ ⋒			
🕫 test 🍶		× A			
g EMPA 541:01 Management Decision Models Syllabus		¥ A			

• Once done, click on next. You will then see what will be backed up.

	Week 10	*	User data	× 🔺		
	LearnReading AssignmentLesson 5: Insert and format 🥏	~		× A		
	Word Objective 5 Practice Files	4		× A		
	Word Objective 5: What You Should Know	4		× A		
	Word Practice Files for Objective 5: Microsoft Word 2013 Textbook	~		× &		
	Parties (0		line date			
		*		▲ 20		
Then	e are required fields in this form marked .	Previous Cancel		Perform backup		

• Click on Perform Restore. This will perform the backup.

Backup course: PPTWORD2013		
Dashboard / My courses / PPTWORD2013 / Backup		
1. Initial settings > 2. Schema settings > 3. Confirmation and review > 4. Perform backup > 5	i. Complete	
	2.25 secs - 84.82%	_
		_

• Once the green bar appears saying "The backup file was successfully created" you may click continue.

<u></u>	
Backup course: PPTWORD2013 Destrobard / My courses / PPTWORD2013 / Backup	
1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 6. Complete	
The backup flie was successfully created.	×
	Continue

• The next screen that appears will display user private backup area. You should see the course that was just backed up as an .mbz file. Click on download and save the file to your desired external device.

Restore course Dashboard / My courses / PPTWORD2013 / Restore						
Import a backup file	ž Choose a fie					
	Restore		You can drag and drop files here to	add them.		
There are required fields in this form marked *. Course backup area (?)						
Filename	Time	Size	Download	Restore		
Manage backup files User private backup area 💿						
Filename			Time	Size	Download	Restore
backup-moodle2-course-5413-pptword2013-20190728-	-1833-nu.mbz		Sunday, 28 July 2019, 6:35 PM	344.7MB	Download	Restore

Restore A Course

- 1) Login to Moodle (<u>https://moodle.sus.edu</u>).
- 2) Select the course you would like to add your course content.
- 3) At the top Left you will see a gear icon. Click on this icon for Course Management.

				🐥 🗩 Chrisena Williams 🌅 🝷
				1 Course Blocks
Powerpoint and Word 2013 Home My courses PPTWORD2013				
🕂 📃 Announcements 🖌				Edit ▼ Edit ▼ & ✦ Add an activity or resource
4) A Window will appear	and under Co	ourse Settings	click on Resto	ore.
E Image: A D Powerpoint and W Home My courses PPTWORE	Endine vorrev Fin born needle	avaround O A =		Chrisena Williams Course Blocks
+ 📃 Announcements 🖌 View All Activities in Course	Question Bank	Course Settings	User Links Manage your students	Edit • Edit • ▲ • Add an activity or resource
Forums	Question bank	Edit course settings	Gradebook setup	
	Question category	Edit course completion settings	Participants	
+	Import	Competencies	Groups	Edit 👻
Topic 1 🖌	Export	Course administration	Enrolment methods	
		Reset	Activity completion	
	Award your students	Backup	Logo	 Add an activity or resource
	Manage badges	Restore	View live logs	
	Add a new badge	Import	View course participation	
		Recycle bin	report	Edit •
		Filter settings	View activity report	

5) Click on **Restore**.

6) Click "**Choose a File**" or drag and drop the course file in the dotted box.

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Restore course	0	
Import a backup file _{Files}	Choose a file backup-moodle2-course-5413-pptword2013-20190728-1837-nu.mbz	
	Restore	

- 7) Select the file
- 8) Click "Upload this file"
- 9) Once the file has completed its upload. Click "**Restore**"
- 10) You will see a series of screens, starting with a verification of the items in your backup file. Scroll down and click **Continue**.
- 11) Next screen says Restore as a new course.
- 12) Scroll down to "**Restore into this course**".

Restore as a new course				
Restore as a new course	۲			
Select a category		Name	Description	
	0	sus		
	0	SUBR	Southern University of Baton Rouge	
	0	Main (SUBR)		
	0	SUBR - 2019 Fall	Fall 2019 Courses	
	0	Off-campus (SUBR)		
	0	SUBR - 2019 Fall		
	0	Online (SUBR)		
	0	SUBR - 2019 Fall		
	Θ	Miscellanous (SUBR)		
	0	Training (SUBR)		
		e are too many results, enter a more specific search.		
		Search		
	Ther	e are too many results, enter a more specific search. Search		

- 13) Select 'Merge the backup course into this course" and click Continue OR
 - i) This process will merge all data in one course
- 14) Select "Delete the contents of this course and then restore" and click Continue
- 15) and click **Continue**
 - i) This process will delete all of the data before restoring the new data.

16) Restore Settings screen will display. Click on next.

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Powerpoint and Word 2	2013	
Home My courses PPTWORD2013	Restore	
1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Scher	na ▶ 5. Review ▶ 6. Process ▶ 7. Complete	
Restore settings		
Include enrolled users	×	
Include enrolment methods	No ¢	
Include user role assignments	×	
	Include activities and resources	
	Include blocks	
Include comments	×	
Include badges	×	
	Include calendar events	
Include user completion details	×	
Include course logs	×	
Include grade history	×	
	Include competencies	
	Cancel Next	

17) Course Settings Screen will display. Scroll to the bottom and click **Next**.

= 10 🛋 📥				🐥 🗩 Chrisena Williams 🌅 🔹
	⊗ LearnReading AssignmentLesson 4: Apply reference		No	
	⊗ Objective 4 Practice Files		No	
	֎ Word Objective 4: What You should Know	•	No	
	Word Practice Files for Objective 4: Microsoft Word 2013 Textbook		No	
	⊗ Week 10	User data	No	
	🛿 LearnReading AssignmentLesson 5: Insert and format 🔖		No	
	Word Objective 5 Practice Files		No	
			No	
		-	No	
	⊛ Section 13	User data	No	
	Previous Cancel Next			

18) Backup Settings screen will display. Scroll to the bottom and click **Perform Restore**.

OWERDOINT and Normal My courses PPTWC	Word 2013					
OWERDOINT AND	Word 2013					
nfirm ► 2. Destination ► 3. Setting	vvolu 2013					
nfirm > 2. Destination > 3. Setting						
nfirm ▶ 2. Destination ▶ 3. Setting	DRD2013 Restore					
nfirm ▶ 2. Destination ▶ 3. Setting						
	gs 🕨 4. Schema 🕨 5. Rev	view ▶ 6. Process ▶ 7. Complete				
Backup settings						
Include enrolled users		×				
Include enrolment methods		No				
Include user role assignments		×				
Include activities and resources		v				
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 competencies		×				
iп) « ь						🔔 🗩 Chrisena Williar
Word Objective 4: What	<i></i>		-		No	
You should Know	•					
Word Practice Files for Objective 4: Microsoft	<i></i>				No	
Word 2013 Textbook	•					
Week 10	~		User da	ta	No	
LearnReading AssignmentLesson 5:	~				No	
Insert and format 🔖						
Word Objective 5	~		-		No	
Practice Files						
You Should Know	~		-		No	
Word Practice Files for					No	
Objective 5: Microsoft	~				140	
Word 2013 Textbook						
Section 13	~		User da	ta	No	

19) The Restore process will begin.

	🜲 🗩 Chrisena Williams 🎑 🝷
Powerpoint and Word 2013 Home > My courses > RPTWORD2013 > Restore	
1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete 39.78 secs - 20.82%	
	1

20) Once the green bar appears saying "The backup file was successfully created" you may click continue.