

# Backup A Course

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

The screenshot shows the Moodle course administration interface for a course titled "Word 2013". At the top right, there is a green button labeled "Turn Edit On". Below this, the "ADMINISTRATION" block is visible, containing a list of options: 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, and Question bank. The "Backup" option is highlighted in blue.

- 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.

The screenshot shows the "Backup course: PPTWORD2013" settings page. The breadcrumb trail is "Dashboard / My courses / PPTWORD2013 / Backup". The progress indicator shows: 1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. Perform backup ► 5. Complete. Under "Backup settings", the following options are listed with checkboxes:

- 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
- Include badges
- Include calendar events
- Include user completion details
- Include course logs
- Include grade history
- Include question bank
- Include groups and groupings
- Include competencies

At the bottom, there are buttons for "Jump to final step", "Cancel", and "Next".

- 5.) Once done, there are two ways you can backup.
- a. Click on Jump to final step or
  - b. 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. Initial 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
- Include filters
- Include comments
- Include badges
- Include calendar events
- Include user completion details
- Include course logs
- Include grade history
- Include question bank
- Include groups and groupings
- Include competencies

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

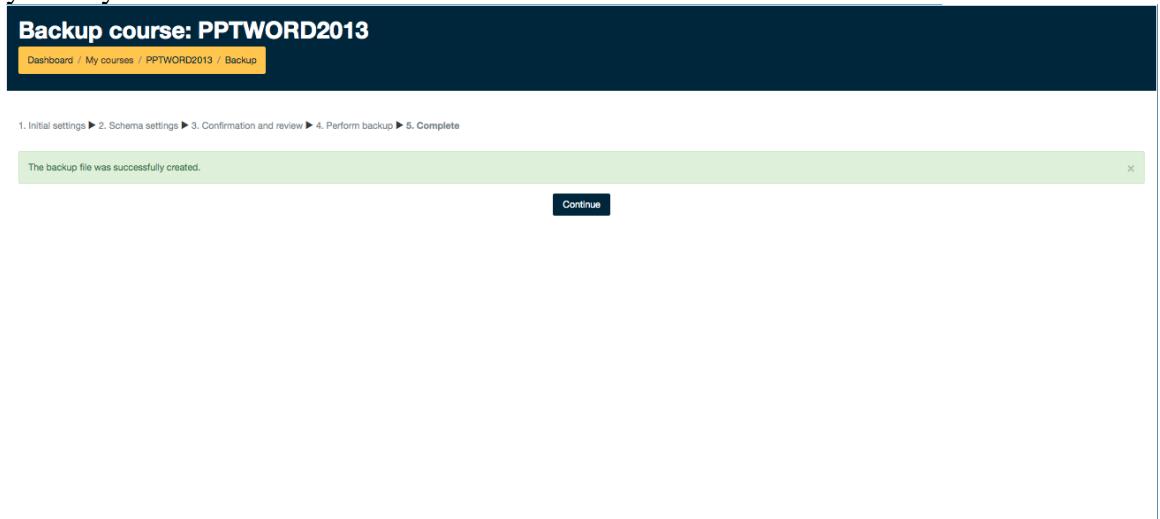
- This will perform the backup.

**Backup course: PPTWORD2013**  
Dashboard / My courses / PPTWORD2013 / Backup

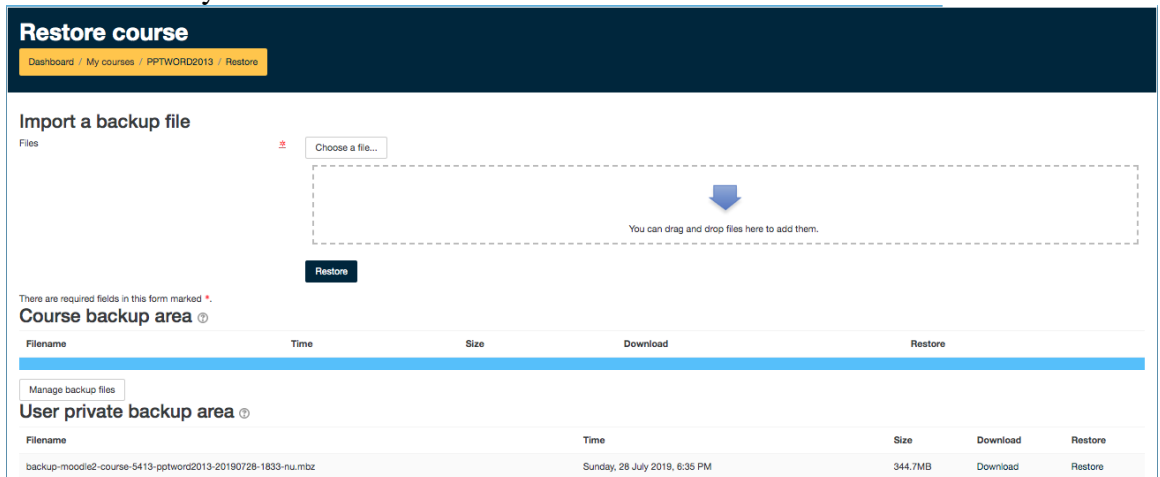
1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete

2:25 secs - 84.82%

- Once the green bar appears saying “The backup file was successfully created” you may click 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.



## Option B: Click on Next

- After step 4, click on next.

### Backup course: PPTWORD2013

Dashboard / My courses / PPTWORD2013 / Backup

1. Initial 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
- Include filters
- Include comments
- Include badges
- Include calendar events
- Include user completion details
- Include course logs
- Include grade history
- Include question bank
- Include groups and groupings
- Include competencies

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

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

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

Include:

Select  
All / None (Show type options)

<input checked="" type="checkbox"/> General	User data	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Course Forums	-	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Questions on the Syllabus?	-	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Class News	-	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Attendance	-	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> PowerPoint and Word 2013 Virtual Classroom	-	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Video	-	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Michael Firven	-	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Test 4	-	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> test	-	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> EMPA 541:01 Management Decision Models Syllabus	-	<input type="checkbox"/>	<input type="checkbox"/>

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

Week 10	✓	User data	✗ ⚠
LearnReading Assignment, Lesson 5: Insert and format...	✓	-	✗ ⚠
Word Objective 5 Practice Files	✓	-	✗ ⚠
Word Objective 5: What You Should Know	✓	-	✗ ⚠
Word Practice Files for Objective 5: Microsoft Word 2013 Textbook	✓	-	✗ ⚠
Section 13	✓	User data	✗ ⚠

There 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. Complete

2.25 secs - 84.82%

- Once the green bar appears saying “The backup file was successfully created” you may click continue.

### Backup course: PPTWORD2013

Dashboard / 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 / Restore

### Import a backup file

Files ✖



You can drag and drop files here to add them.

There are required fields in this form marked \*.

### Course backup area ⓘ

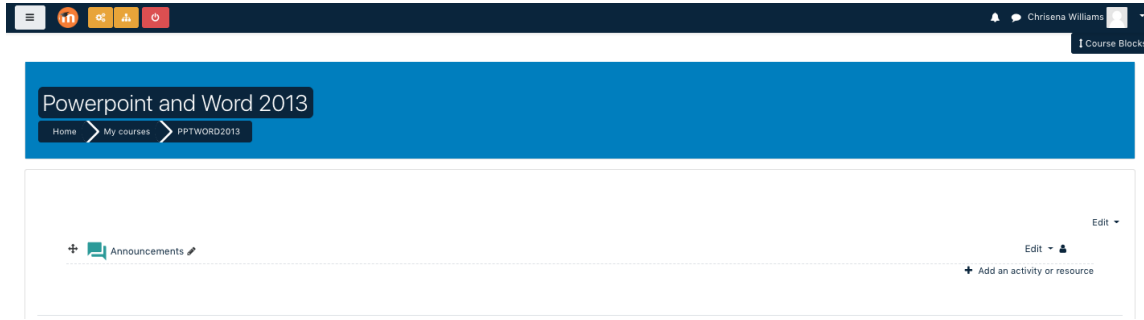
Filename	Time	Size	Download	Restore
<input type="button" value="Manage backup files"/>				

### User private backup area ⓘ

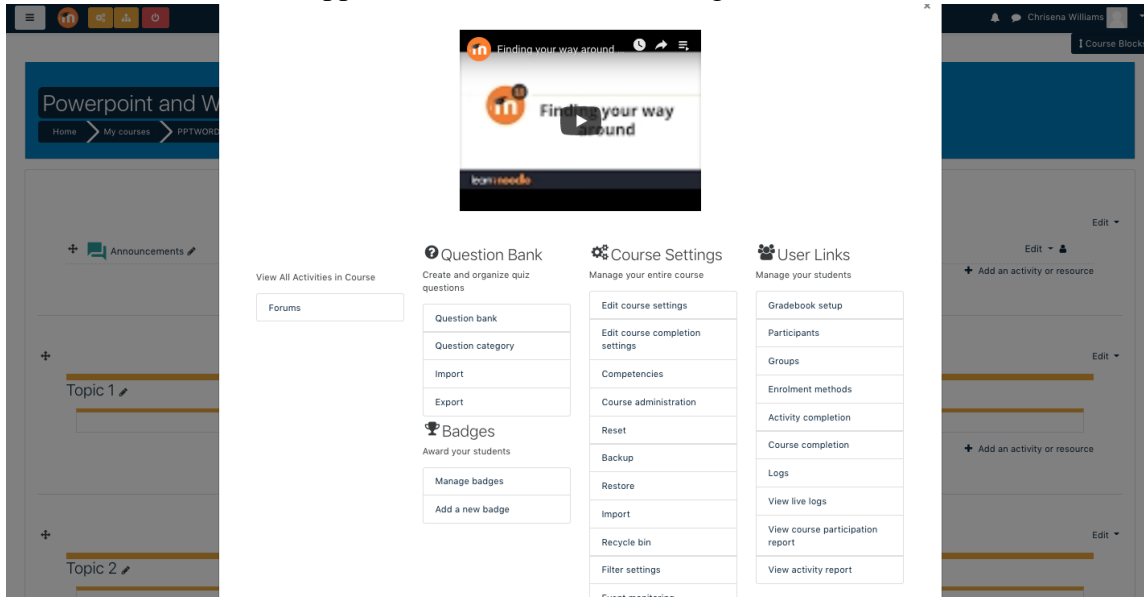
Filename	Time	Size	Download	Restore
backup-moodle2-course-5413-pptword2013-20190728-1833-nu.mbz	Sunday, 28 July 2019, 6:35 PM	344.7MB	<a href="#">Download</a>	<a href="#">Restore</a>

## Restore A Course

- 1) Login to Moodle (<https://moodle.sus.edu>).
- 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.



- 4) A Window will appear and under Course Settings click on Restore.

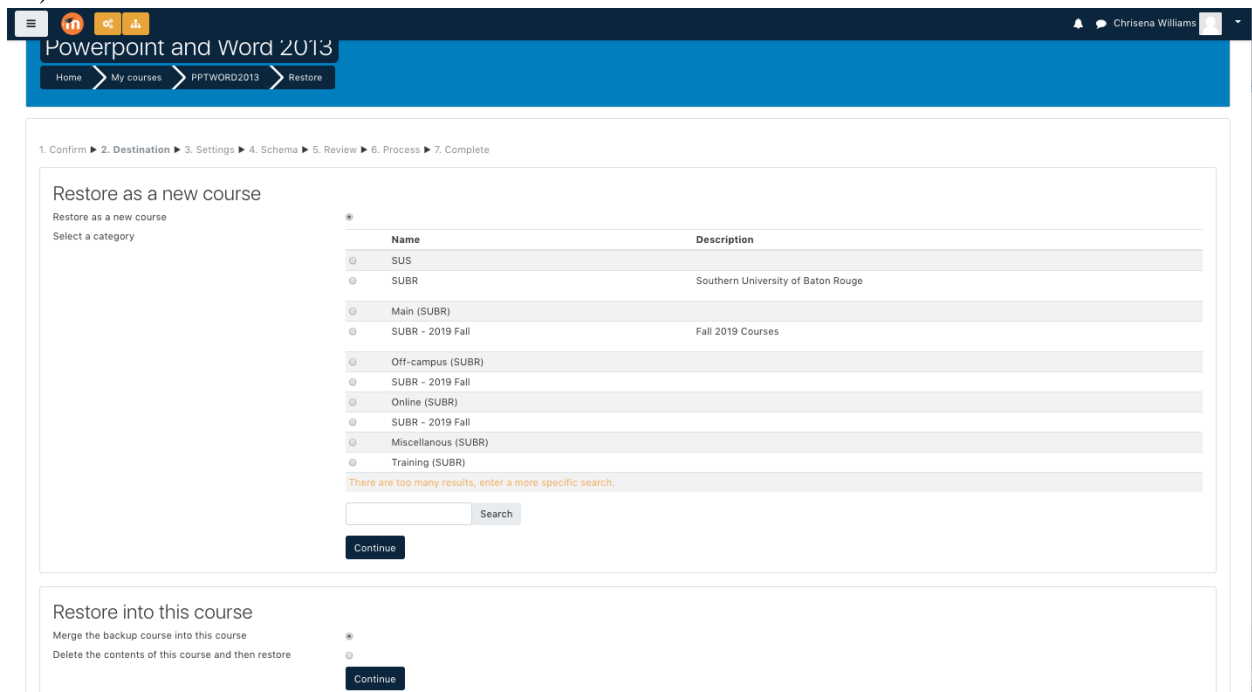


- 5) Click on **Restore**.

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



- 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”**.



- 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.

Powerpoint and Word 2013

Home > My courses > PPTWORD2013 > Restore

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

### Restore settings

- Include enrolled users  ✘
- Include enrolment methods
- Include user role assignments  ✘
  - Include activities and resources
  - 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

Cancel Next

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

<input checked="" type="checkbox"/> LearnReading AssignmentLesson 4: Apply reference	-	No
<input checked="" type="checkbox"/> Objective 4 Practice Files	-	No
<input checked="" type="checkbox"/> Word Objective 4: What You should Know	-	No
<input checked="" type="checkbox"/> Word Practice Files for Objective 4: Microsoft Word 2013 Textbook	-	No
<b>Week 10</b>	<b>User data</b>	<b>No</b>
<input checked="" type="checkbox"/> LearnReading AssignmentLesson 5: Insert and format...	-	No
<input checked="" type="checkbox"/> Word Objective 5 Practice Files	-	No
<input checked="" type="checkbox"/> Word Objective 5: What You Should Know	-	No
<input checked="" type="checkbox"/> Word Practice Files for Objective 5: Microsoft Word 2013 Textbook	-	No
<b>Section 13</b>	<b>User data</b>	<b>No</b>

Previous Cancel Next

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

Powerpoint and Word 2013

Home > My courses > PPTWORD2013 > Restore

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

**Backup settings**

Include enrolled users	✗
Include enrolment methods	No
Include user role assignments	✗
Include activities and resources	✓
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	✓

Word Objective 4: What You should Know	✓	-	No
Word Practice Files for Objective 4: Microsoft Word 2013 Textbook	✓	-	No
<b>Week 10</b>	✓	<b>User data</b>	<b>No</b>
LearnReading AssignmentLesson 5: Insert and format...	✓	-	No
Word Objective 5: Practice Files	✓	-	No
Word Objective 5: What You Should Know	✓	-	No
Word Practice Files for Objective 5: Microsoft Word 2013 Textbook	✓	-	No
<b>Section 13</b>	✓	<b>User data</b>	<b>No</b>

Previous Cancel Perform restore

19) The Restore process will begin.

Powerpoint and Word 2013

Home > My courses > PPTWORD2013 > Restore

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

39.78 secs - 20.82%

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