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 ⑦	
	four progress (g)	ADMINISTRATION
Word 2013		 Course administration
		🚓 Edit settings
		Turn editing on
		Course completion
		Users
		Unenrol me from PPTWORD2013
		T Filters
		Reports
		Gradebook setup
		Cutcomes
		Badges
		🟦 Backup
		📥 Restore
		<u>i</u> lmport
		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
Dearboard / My course / PPTV0RD2013 / Backup
1. Initial settings 1-2. Schema settings 1-3. Confirmation and review 1-4. Perform backup 1-5. Complete
Backup settings
IIIIS Common Cartridge 1.1
include anelled users
Anonymize user information
× Include user role assignments
2 Include activities and resources
z holude blocks
2 holude filters
≥ Include comments
2 Include badges
2 holude calendar events
I Include user completion details
Include course logs
Include grade history
iz Include guestion bank
8 Include groups and groupings
g 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. Initial settings > 2. Schema settings > 3. Confirmation and review > 4. Perform backup > 5. Complete
Backup settings
IMS Common Cartridge 1.1
include enrolled users
Anorymize user information
× Include user role assignments
Include activities and resources
at Include blocks
2 Include comments
⊮ Include badges
2 Include calendar events
⅔ Include user completion details
Include course logs
Include grade history
⅔ Include question bank
8 Include groups and groupings
Include competencies
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.

jow maj enen eonumee.	
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 / Restored	e					
Import a backup file Fice		fie	÷			
There are required fields in this form marked *. Course backup area ①	Restore		You can drag and drop files h			
Filename Manage backup files User private backup area ①	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 / Bac	up		
itial settings ▶ 2. Schema settings ▶ 3. Confirm	ation and review 🅨 4. Perform backup 🍽 5. Complete		
ackup settings			
IMS Common Cartridge 1.1			
Include enrolled users			
Anonymize user information			
Include user role assignments			
Include activities and resources			
Include blocks			
f 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			

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

lude:			
ielect II / None (Show type options)			
Ø General	User data	× A	
🗷 Course Forums 🛛 🧭		× A	
		× A	
Class News		× A	
🗷 Attendance 🐌		× &	
PowerPoint and Word 2013 Virtual Classroom		× A	
g Video 🚦		* 🛦	
🛿 Michael Firven 🛛 🦂		× A	
🕫 Test 4 🛛 🥪		× &	
🗷 test 👃		× A	
EMPA 541:01 Management Decision Models Syllabus		۰	

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

Week 10	∢	User data	× A
LearnReading AssignmentLesson 5: Insert and format 🦪	\checkmark		★ ▲
Word Objective 5 Practice Files	\checkmark		× A
Word Objective 5: What You Should Know	4		× å
Word Practice Files for Objective 5: Microsoft Word 2013 Textbook	\checkmark		× &
Section 13	J	User data	× A
	•	User Cata	▲ 28
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	i. Complete	
	2.25 secs - 84.82%	_
		_

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

journa on on one of the second second	
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 Wor					
🕈 📃 Announcements 🖋					Edit ▼ Edit ▼ 👗 ✦ Add an activity or resource
4) A Window	will appear	and under Co	ourse Settings	click on Resto	ore.
Powerpoint and W		Endine vorse Fin born needle	avaround O A =		Chrisena Williams 2 •
+ 📃 Announcements 🖋	View All Activities in Course	Question Bank Create and organize quiz questions	Course Settings	響User Links Manage your students	Edit + Edit + 🌢
	Forums	Question bank	Edit course settings	Gradebook setup	
		Question category	Edit course completion settings	Participants	Edit -
+		Import	Competencies	Groups	Edit 👻
Topic 1 🖌		Export	Course administration	Enrolment methods	
		♥Badges	Reset	Activity completion	
		Award your students	Backup	Logs	 Add an activity or resource
		Manage badges	Restore	View live logs	
+		Add a new badge	Import	View course participation	Edit 👻
Topic 2 /			Recycle bin Filter settings	View activity report	
1001023			Event monitoring		

5) Click on **Restore**.

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

			🔔 🎓 Chrisena Willia
	Restore		
mport a backup file Files	0	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**".

		6. Process 🕨 7. Complete		
Restore as a new course				
Restore as a new course	۲			
elect a category		Name	Description	
	0	sus		
	0	SUBR	Southern University of Baton Rouge	
	0	Main (SUBR)		
	۲	SUBR - 2019 Fall	Fall 2019 Courses	
	0	Off-campus (SUBR)		
	0	SUBR - 2019 Fall		
	0	Online (SUBR)		
	0	SUBR - 2019 Fall		
	0	Miscellanous (SUBR)		
	O	Training (SUBR) e are too many results, enter a more specific search.		
		Search		
	_	tinue		

- 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.

E 🐽 🔍 👘		🜲 🏓 Chrisena Williams 🦳 🝷
Powerpoint and Word 2	2013	
Powerpoint and Word 2	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**.

				🌲 🎓 Chrisena William
owerpoint and Word	1 2012			
ome Y My courses Y PPTWORD2013	Restore			
nfirm ▶ 2. Destination ▶ 3. Settings ▶ 4. S	thema ▶ 5. Review ▶ 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	v			
Include user completion details	×			
Include course logs	×			
Include grade history	×			
Include groups and groupings	×			
Include competencies	×			
П « л				🌲 🍺 Chrisena Williar
Word Objective 4: What		-	No	
You should Know 📑				
Word Practice Files for Objective 4: Microsoft		-	No	
Word 2013 Textbook				
Week 10 🗸		User data	No	
LearnReading AssignmentLesson 5: 🗸 🗸		-	No	
Insert and format 🔖				
Word Objective 5			No	
Practice Files				
Word Objective 5: What You Should Know		-	No	
Word Practice Files for Objective 5: Microsoft		-	No	
Word 2013 Textbook				
Section 13 🗸		User data	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.