

Quick Guide: **Using Backup & Restore...** to transfer course materials from one course to another

One procedure to get course material from one section of a course to another is to do a "backup" of an existing course and a "restore" of the material into the new course. However, an easier method for most courses would be to use the **Import** feature in Moodle. (See the **Quick Guide: Import course data.**)

Backup (working from within an existing course that you want to copy data from)

Selecting **Backup**  **Backup** from the **Administration** block on the left should see ...

1. **Screen 1:** Provides options to select which activities and resources should be backed up. This screen also includes an option to include student data for each of these activities and resources. The bottom of screen 1 asks how to handled meta courses, users, log files, user files and course files. The continue button starts the backup process.

Suggested selections on Screen 1:

Top of screen:

Leaving everything checked in the first column is OK.

Click the word "None" at the top of the second column to deselect all User Data

Bottom of screen:

Meta course: No

Users: None

Log: No

User files: No

Course files: Yes

Site files: Yes

Grade histories: No

Backup role assignments for these roles: Check Teacher only

Click **Continue** at the bottom of the screen

2. **Screen 2:** The top of the screen suggests a **Name** for the backup file that can be edited, might give you a notice in red that no users were selected..., informs the user what is actually going to be backed up. For example, the number of users and course files and which modules.
Click **Continue** at the bottom of the screen.
3. **Screen 3:** This screen reports if it was successful and has a continue button at the end.
Click **Continue** at the bottom of the screen.
4. **Screen 4:** A **Files >> backupdata** screen will appear listing the backup zip file you just created.
Right-click on the file name and select "**Save Target As...**" and save the file to a location on your computer so you can find it again when you upload the file during the "restore" process.
5. **Open the course you want to restore the data to** and follow the steps in the next section.

Restore (working from within the new course that you want to copy data to)



CAUTION: First, select the **Settings** icon from the **Administration** block on the left, and set the course **Format** and **Number of Weeks/Topics** to match or exceed those in the original course so there is adequate space for the transferred data to flow into.

Selecting the **Restore** icon  **Restore** from the **Administration** block on the left, will take you to a ...

1. **Files>> backupdata** window were you will likely need to upload the backup file you created from the previous course. To do so...
 - a. Click the **Upload a file** button and click on **Browse**.
 - b. Locate the backup file you saved previously and select/open it so its path and name appears in the box in front of the **Browse** button.
 - c. Click the **Upload this file** button and the file name should appear in the Files>>backupdata window
 - d. Select the backup file by clicking on the word **Restore**, located to the right.
2. A screen informing you that you are about to start the restore process appears, confirms the file you selected to restore, and asks if you want to continue or cancel. Select **Yes**.
3. A **Course restore:** screen appears, showing what is available in the file you have selected to restore. Select **Continue** at the bottom of the screen.
4. Another **Course restore:** screen appears, giving you a couple of choices in the **Restore to:** box at the top. Most likely you want to change the selection to **Existing course, deleting it first**. Then select **Continue** at the bottom of the screen.
5. Another **Course restore:** screen appears. Click on the **Restore this course now!** button
6. A final **Course restore:** screen appears, and should report on what was successfully restored. Click on the **Continue** button at the bottom of the screen.

Your course with the newly restored data should appear in the course, if not, see Jim Grunwald for assistance. Double check your newly restored course and take care of any changes that need to be made.

Help:

Remember to use the  buttons found next to various items in Moodle and/or the  **Moodle Docs on for this page** link found at the bottom of many pages in Moodle for online help.

More information on **Backup** can be found at <http://docs.moodle.org/en/backup/backup>.

More information on **Restore** can be found at <http://docs.moodle.org/en/Restore>.

For personal assistance, please contact Jim Grunwald at <mailto:grunwajr@mlc-wels.edu>.