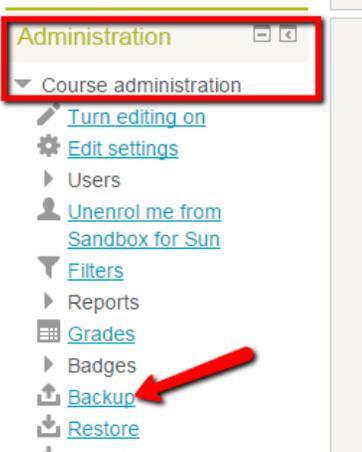
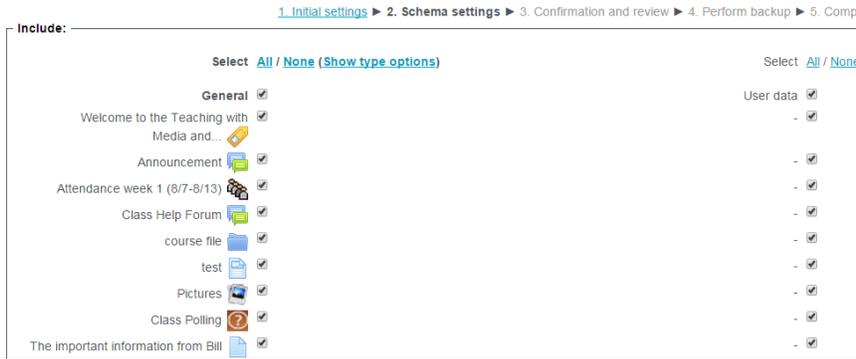
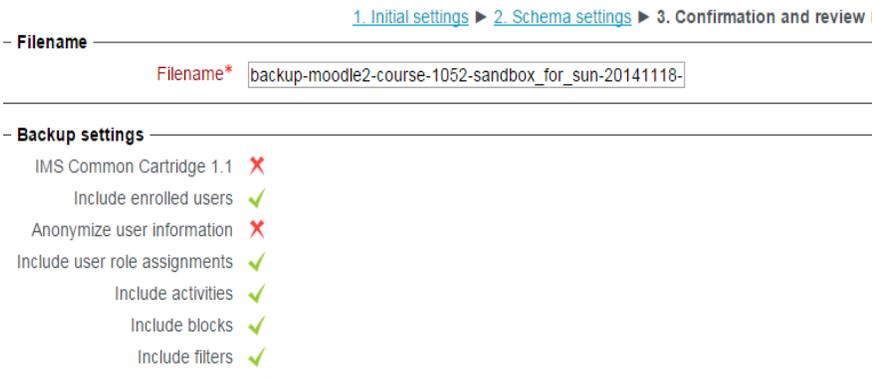
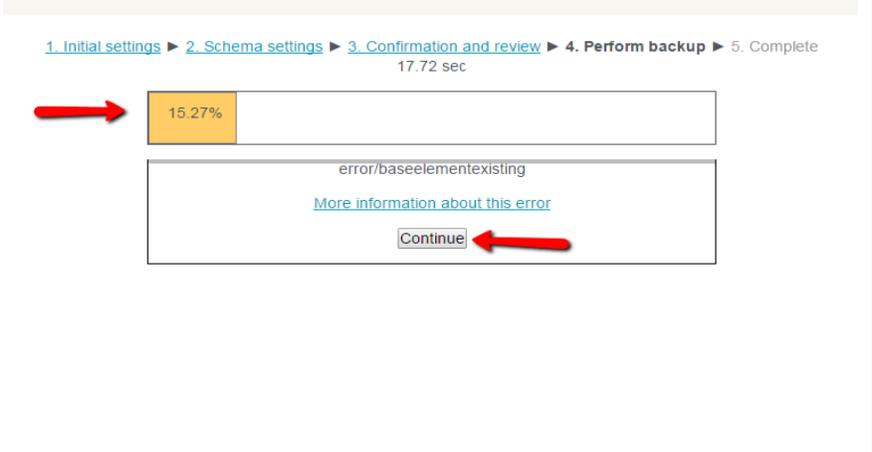
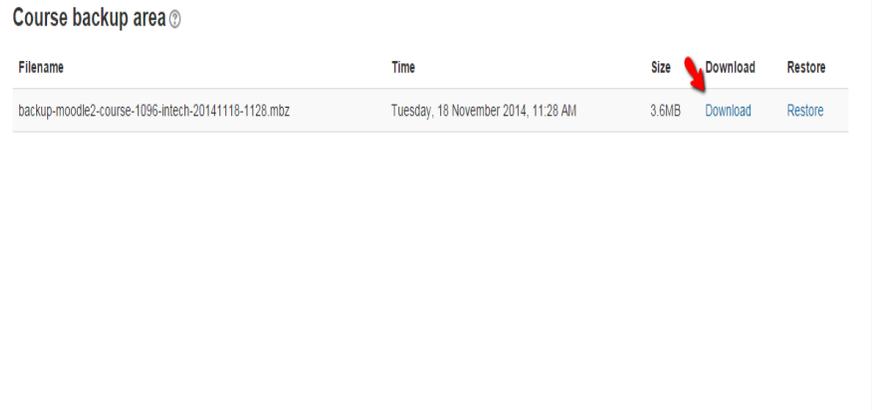


MOODLE Archive: Creating Back-ups and Restoring a Course

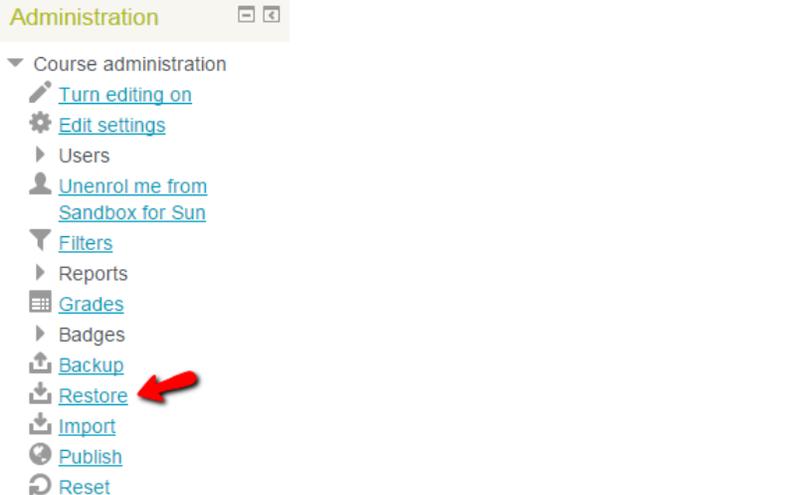
You may wish to make a clone of a course to use in a different context, or you may wish to create a backup of your course for archiving purpose. Creating a Backup for a MOODLE course saves all or part of the content of that course in an archive Moodle file format. This preserves a version of a course which will not be affected by future changes, additions, or deletions. You can later restore the back-up file into the same course, or into a different course term by term with the content update.

Creating Backup

<p>1. Go to the course that you are aiming to back up. From the Course administration block, select Backup option.</p>	
<p>2. Follow the Backup wizard to select the settings that you would like to backup and then click the Next button.</p>	
<p>3. Select the content of the course that you would like to include in the backup such as word, pdf, pictures, and quiz, assignment files etc..., backup</p>	

<p>and then click the Next button.</p>											
<p>4. Press Perform backup button. This page of backup will display a confirmation page, showing what has been selected in the previous two steps.</p>											
<p>5. You will receive a message letting you know whether or not the backup was successful. This may take a while depending upon the size of the backup file you are creating. Press the Continue button.</p>											
<p>6. At this stage of the process, MOODLE will display the backup file that you have generated (which is in mbz/Moodle format). Click Download button to save it on your computer.</p>	 <table border="1"> <thead> <tr> <th>Filename</th> <th>Time</th> <th>Size</th> <th>Download</th> <th>Restore</th> </tr> </thead> <tbody> <tr> <td>backup-moodle2-course-1096-intech-20141118-1128.mbz</td> <td>Tuesday, 18 November 2014, 11:28 AM</td> <td>3.6MB</td> <td>Download</td> <td>Restore</td> </tr> </tbody> </table>	Filename	Time	Size	Download	Restore	backup-moodle2-course-1096-intech-20141118-1128.mbz	Tuesday, 18 November 2014, 11:28 AM	3.6MB	Download	Restore
Filename	Time	Size	Download	Restore							
backup-moodle2-course-1096-intech-20141118-1128.mbz	Tuesday, 18 November 2014, 11:28 AM	3.6MB	Download	Restore							

Restoring from Backup

<p>1. Go to the course shell that you are aiming to restore. From the Course administration block, select Restore option.</p>	 <p>The screenshot shows the 'Administration' menu for a course. The 'Restore' option is highlighted with a red arrow. The menu items are: Turn editing on, Edit settings, Users, Unenrol me from Sandbox for Sun, Filters, Reports, Grades, Badges, Backup, Restore, Import, Publish, and Reset.</p>
<p>2. Click the Choose a file button to locate the file that you just backed up at the Download directory, then click Restore button.</p>	 <p>The screenshot shows the 'Import a backup file' wizard. The 'Choose a file...' button is highlighted with a red arrow. Below it is a dashed box for file upload with a blue arrow pointing down and the text 'You can drag and drop files here to add them.' At the bottom, the 'Restore' button is highlighted with a red arrow.</p>
<p>3. Follow the course restore wizard to get it done.</p>	 <p>The screenshot shows the 'Backup details' wizard progress bar. The progress bar is labeled '1. Confirm ► 2. Destination ► 3. Settings ► 4. Schema ► 5. Review ► 6. Process ► 7. Complete'. A red arrow points to the 'Restore' step, which is the first step in the wizard.</p>

Notes: normally you will not backup the user data and restore them to the new course when you backup and restore from term by term.

Any question, email sunf@eckerd.edu.