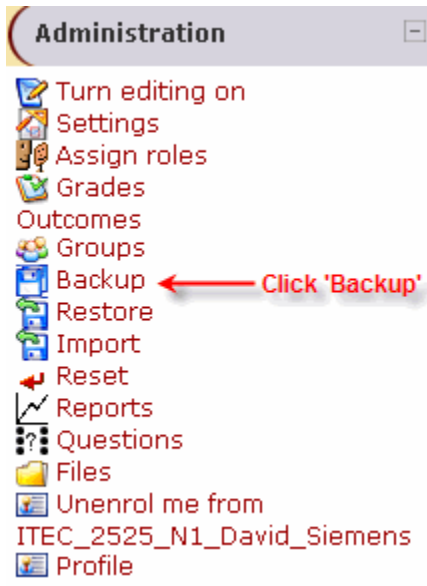


Backup and Restore Moodle4Me Content from One Academic Year to Another

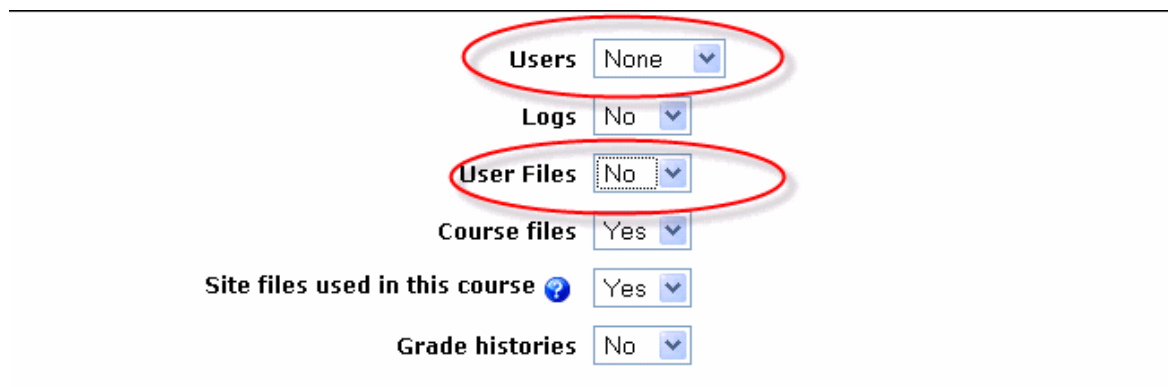
1. Start in the class that you want to copy or clone. Since this class resides in the last academic year, you will need to start the backup and restore process there.
2. Click **Backup** from the Administration block



3. Do not backup any user data. At the top of the backup page select none for user data



4. At the bottom of backup page change Users to **None**, change User files to **No**



5. Click on None for the role assignments.

Backup role assignments for these roles

- Administrator
- Course creator
- Teacher
- Non-editing teacher
- Student
- Authenticated user
- Extra Time Quizzes/Exams
- Visitor
- Guest
- All/None!

Click Continue

6. Click the **Continue** button. This will take you to the name of backup and information page / Backup Details page

Name:

backup-itec_2525_n1_david_siemens-20081

Notice: You have selected to backup no users ("none"), so all the modules backup have been switched to "without user the "exercise" and "workshop" modules aren't compatible with this type of backup, so they have been deact

Backup Details:

[Backup Details page](#)

Include Assignments without user data

Assignment #1: Shaping the Sandbox

Assignment #2: Write Quiz Questions

First Impressions

Assignment #3: Add Activities to Your Course

Assignment #4: Add Assessments to Your Course

Assignment #5: The Final Inspection

Include Chats without user data

7. Click continue

Include No Users

Users	0
-------	---

Include Course Files

Files	81
-------	----

Include Site Files Used in This Course

Files	0
-------	---

8. This will take you to the Backup Completed page. Click **Continue**

Name: backup-itec_2525_n1_david_siemens-20081017-1146.zip

- Creating temporary structures
- Deleting old data
- Creating XML file
 - Writing header
 - Writing general info
 - Writing course data
 - Course info
 - Blocks
 - Sections
 - Writing users info
 - Writing categories and questions
 -
 -
 - Writing scales info
 - Writing groups info
 - Writing groupings info
 - Writing groupings-groups info
 - Writing events info
 - Writing gradebook info
 - Writing modules info
 - Assignments
 - Chats
 - Choices
 - Forums
 - Glossaries
 - Journals
 - Labels
 - Lessons
 - Quizzes
 - Resources
 - Books
 - Questionnaires
 - Course format data
- Copying course files
- Copying site files used in course
- Zipping backup
- Copying zip file
- Cleaning temp data

Backup Completed page

Backup completed successfully

Backup completed successfully

Click 'Continue' →

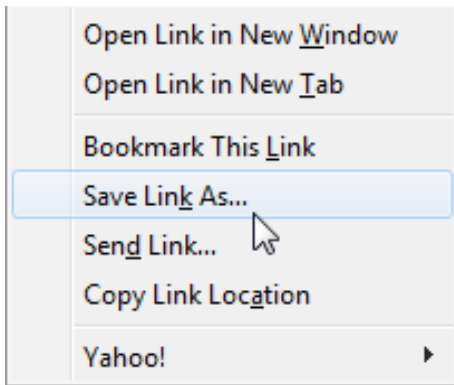
9. After clicking continue this will take you to the Backup data file within the Moodle Files

The screenshot shows the Moodle Files interface for the course 'ITEC_2525_N1_David_Siemens'. The breadcrumb path is 'Files > backupdata', with 'backupdata' circled in blue. A red arrow points to the 'backupdata' folder. The page title is 'We are in 'Files Backupdata''. Below the breadcrumb is a table listing files:

Name	Size	Modified	Action
Parent folder			
quiz	28.4KB	24 Apr 2008, 04:02 PM	Rename
backup-itec_2525_n1_david_siemens-20081017-1146.zip	6MB	17 Oct 2008, 12:01 PM	Unzip List Restore Rename
restorelog.html	3.1KB	24 Apr 2008, 08:31 AM	Edit Rename

A red arrow labeled 'Backup' points to the backup zip file. Below the table are controls: 'With chosen files...' dropdown, 'Make a folder', 'Select all', 'Deselect all', and 'Upload a file' buttons.

10. Right-click on the **Backup file name**, click **Save Link As** (Mozilla Firefox)



11. Save your backup file to your desktop or other location on your computer

12. Go to the target course, the course where you want the content transferred

13. Click on the **Restore** link within the Administration block

14. Click the **Upload a file** button

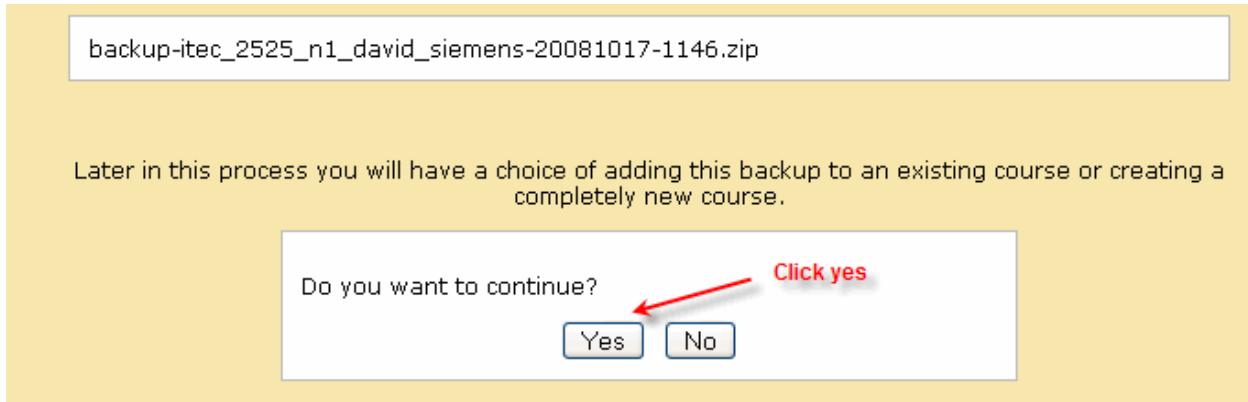
15. Click **Browse**, browse to the backup file you saved earlier

16. Click the file and click the **Open** button

17. Once the file is uploaded, click **Restore**



18. At the bottom of the restore window, click **Yes**



19. This will bring you to the Course restore description page. Click **Continue**

- Creating temporary structures
- Deleting old data
- Copying zip file
- Unzipping backup
- Checking for BlackBoard export
- Checking backup
- Reading info from backup

Course restore description page

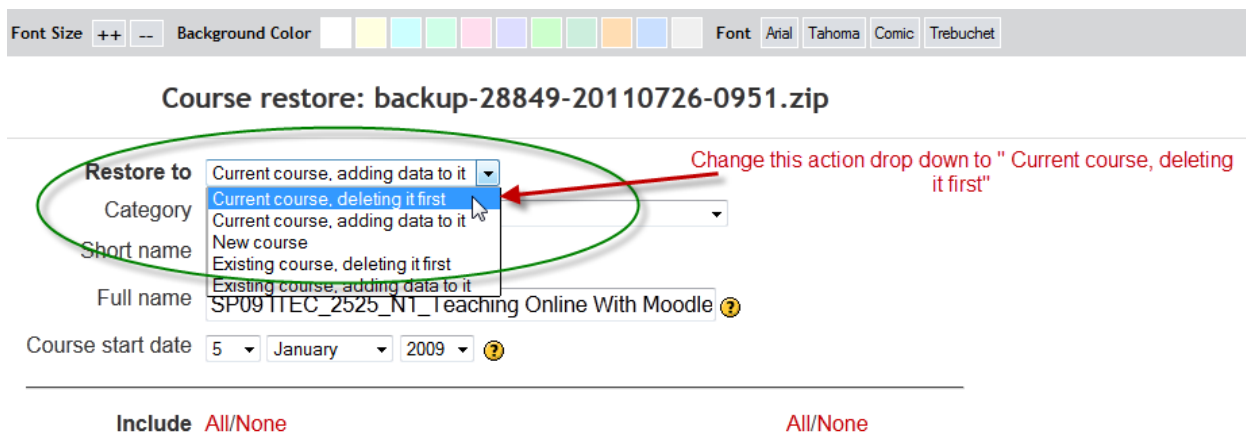
Course:

Name:	ITEC 2525 N1 Teaching Online With Moodle (ITEC_2525_N1_David_Siemens)
Summary:	The purpose of this course is to assist faculty in becoming more familiar with the Moodle Learning Management System (LMS). Faculty will study the skills required for constructing and delivering a course in the Moodle platform.

Continue ← Click 'Continue'

**** VERY IMPORTANT STEP****

MAKE SURE THE ACTION DROP DOWN SAYS "CURRENT COURSE DELETING IT FIRST" ALSO MAKE SURE YOU'RE IN THE CLASS YOU WANT TO RESTORE TO. Change the category to the category your course you are restoring resides



20. Keep all defaults

The screenshot shows a settings page with several sections. A blue oval highlights the 'Groups & groupings' section, which contains a dropdown menu set to 'Groups & groupings'. A red arrow labeled 'Do not change' points to this section. Below this, the 'Role mappings' section is visible. It has a table with two rows: 'Teacher (editingteacher)' mapped to 'new role' and 'Student (student)' mapped to 'Student (student)'. Red arrows labeled 'Keep defaults' point to the dropdown menus in this table. At the bottom of the role mappings section, there are 'Continue' and 'Cancel' buttons. A red arrow labeled 'Click Continue' points to the 'Continue' button.

Metacourse No
Users None
Groups & groupings ? Groups & groupings ▾
Logs No
User Files No
Course files Yes ▾
Site files Yes ▾
Grade histories No

Role mappings

Source role	Target role
Teacher (editingteacher)	new role ▾
Student (student)	Student (student) ▾

Continue Cancel

21. Click Restore this course now

The screenshot shows a yellow banner with the text 'Course restore: backup-itec_2525_n1_david_siemens-20081023-0901.zip'. Below the banner, there is a note: 'Please note that this process can take a long time.' To the left of the note is a blue link 'Click "Restore this course now!"' with a red arrow pointing to a button labeled 'Restore this course now!'.

Course restore: backup-itec_2525_n1_david_siemens-20081023-0901.zip

Please note that this process can take a long time.

Click "Restore this course now!" → Restore this course now!

22. Click Continue

The screenshot shows a single button labeled 'Continue' on a light blue background. A red arrow labeled 'Click continue' points to the button.

Continue

You will be redirected to the target course front page.