



Moodle 2 Backup and Restore

In this guide we will cover the steps required to move content from one semester to another. An example of this would be moving your Fall course material into your Spring teaching shells. First we will backup your materials that you want to copy to a mbz file. We will then transfer the mbz file to your new teaching shell. Lastly, we will unpack the mbz file to restore the content.

If you need to move a course from Moodle 1.9 – Please contact ECE. Course material from Moodle 1.9 will need to be converted before restoring into Moodle 2.

How to Backup Your Course

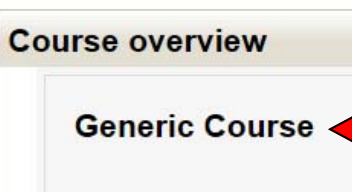
- 1.) Navigate to <https://moodle2.nsula.edu/>
- 2.) Login to the server.
- 3.) Locate the Navigation block on the left-hand side of the page.
- 4.) Click on “My Courses.”

Navigation

Home

- My home
- ▶ Site pages
- ▶ My profile
- ▶ My courses

- 5.) Click on the name of the class that you want to backup.



- 6.) You are now in your course.
- 7.) Locate the Administration block on the left side of the page.
- 8.) Click on the “Backup” link.

Administration

- ▼ Course administration
 - ✎ Turn editing on
 - ⚙ Edit settings
 - ▶ Users
 - ▼ Filters
 - ▶ Reports
 - 📊 Grades
 - 🗑 Backup
 - 📄 Restore
 - 📄 Import
 - ▶ Question bank

Moodle 2 Backup and Restore

8.) The next screens will walk you through 5 steps in the backup process. (1) Initial settings; (2) Schema settings; (3) Confirmation and review; (4) Perform backup; and (5) Complete.

1. Initial settings ▶ 2. Schema settings

Backup settings

- IMS Common Cartridge 1.1
- Include enrolled users
- Anonymize user information
- Include user role assignments
- Include activities
- Include blocks
- Include filters
- Include comments
- Include calendar events
- Include user completion details
- Include course logs
- Include grade history

(1) Initial Settings page – You can choose what you would like to include in your backup. For demonstration purposes, you can see that we have the option to include activities, blocks and filters. When you have finished choosing, click on “Next”.

(2) Schema Settings page – This page gives you the option to choose exactly which activities you would like to include in the backup file. You can select “All/None” or individual activities by checking the box beside the activity. Once you have finished choosing, click on “Next.”

Remember, you cannot backup Turnitin Assignments. Check to see if there are any Turnitin Assignments and make sure to uncheck before going to the next page.

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

Include:

Select All / None

General <input checked="" type="checkbox"/>	User data	<input checked="" type="checkbox"/>
News forum <input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
Introduction <input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
Discussion # 2 <input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
It Never Goes Away... <input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
Discussion # Three <input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
Review of class <input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
Topic 1 <input checked="" type="checkbox"/>	User data	<input checked="" type="checkbox"/>
START HERE <input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
Syllabus <input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
Class Schedule <input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
Copy of Email sent 1st <input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
Day of class <input type="checkbox"/>	-	<input type="checkbox"/>

(3) Confirmation and Review – This page gives you a summary of the information you have chosen to backup. You can change the file name if you would like, but it is not recommended. If everything looks good, click on “Perform Backup.”

(4) Complete page – if your backup was successful, you will receive the following message:

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

The backup file was successfully created.

Continue

9.) Click on “Continue.”

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10.) Moodle will now open the Course Backup Area. You will see your backup mbz file.

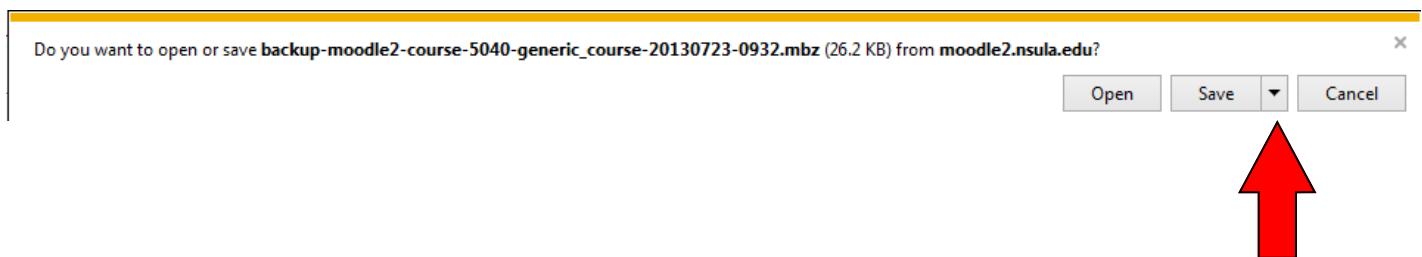
Course backup area ?

Filename	Time	Size	Download	Restore
backup-moodle2-course-5040-generic_course-20130723-0932.mbz	Tuesday, 23 July 2013, 9:32 AM	26.3KB	Download	Restore

[Manage backup files](#)

11.) Left-click on the “Download” option.

12.) A pop-up window will appear asking what you would like to do with the file. Click on the down arrow next to “Save.” Choose a save location on our PC.



13.) You have successfully backed up your course.

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How to Restore Your Course

- 1.) Navigate to <https://moodle2.nsula.edu/>
- 2.) Login to the server.
- 3.) Locate the Navigation block on the left-hand side of the page.
- 4.) Click on "My Courses."

Navigation

Home

- My home
- ▶ Site pages
- ▶ My profile
- ▶ My courses



- 5.) Click on the name of the course that you would like to restore materials to.

Restore Course

- 6.) Locate the Administration block on the left side of the page.
- 7.) Click on the "Restore" link in the Administration block.

Administration

- ▼ Course administration
 - Turn editing on
 - Edit settings
 - ▶ Users
 - ▶ Filters
 - ▶ Reports
 - Grades
 - Backup
 - Restore**
 - Import
 - ▶ Question bank

- 8.) This will open up the courses Files area. You will need to upload your backup mbz file here. You can either "drag and drop" the backup file into the box provided, or you can browse your computer by clicking on the "Add" button. A browse for file window will open. Click on "Browse" and locate and select your backup mbz file. Click on "Upload this File." Then, click on the "Save Changes" button located in the lower left corner.

Files Maximum size for new files: Unlimited


Add...

Files

You can drag and drop files here to add them.

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- 8.) Moodle will redirect you back to the Course backup area page. Locate the file you want to restore. Click on Restore.

Course backup area 

Filename	Time	Size	Download	Restore
backup-moodle2-course-2502-201410.cj.4450.01i-20130722-0830.mbz	Tuesday, 23 July 2013, 10:32 AM	4MB	Download	Restore

[Manage backup files](#)

- 9.) The next screens will walk you through 7 steps in the restore process. (1) Confirm; (2) Destination; (3) Settings; (4) Schema; (5) Review; (6) Process; and (7) Complete.

- (1) Confirm—Moodle will inventory the package for content and show you what it finds. Scroll to the bottom and click “Continue.”
- (2) Destination—on this page you will set the parameters for where the mbz file will unpack. Under “Restore into this course” option, select “Merge the backup course into this course.” Any other option will cause problems. All other options are fine. Scroll to the bottom and click on “Continue.”
- (3) Settings—on this page, you can choose which activities, blocks and filters you would like to restore. Select or unselect by using the check boxes to the right of each activity. Scroll to the bottom and click on “Continue.”
- (4) Schema Settings—This page gives you the option to choose exactly which activities you would like to include in the restored file. You can select “All/None” or individual activities by checking the boxes beside the activity. Once you have finished choosing, click on “Next.”


Remember, you cannot backup Turnitin Assignments. Make sure to uncheck before going to the next page.

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

Course settings






Course name

Course short name

Course start date Monday, 26 August 2013, 12:00 AM 

Overwrite course configuration

Select All / None

Section 0	<input checked="" type="checkbox"/>	User data	<input checked="" type="checkbox"/>	
Section 1	<input checked="" type="checkbox"/>	User data	<input checked="" type="checkbox"/>	
Syllabus	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>	
CLASS SCHEDULE	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>	
Handouts: 1) How to Read and Brief Cases, and 2) Model Brief	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>	

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- (5) Review - This page gives you a summary of the information you have chosen to backup. If everything looks good, click on “Perform Restore.”
- (6) Process – The process step is the actual course restore.
- (7) Complete - Click on “Continue” to take you into your newly restored course.

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

The course was restored successfully, clicking the continue button below will take you to view the course you restored.

[Continue](#)

10. You have successfully restored your course.

If you need assistance please contact ECE @ 318.357.6355