



## Moodle 2 How Do I Migrate Content (Backup and Restore)

In this guide, we will cover the steps required to move content from one shell to another. This includes moving content from a past semester into the current semester, or from the MyCourses repository into your Moodle teaching shells. Steps are the same for both. The first step in this process consists of backing up your course materials that you want to copy into a mbz file. Then, we will restore the material in your current Moodle teaching shell.

### How to Backup Your Course

Log into your Moodle and using the Course List, locate the course you want to copy or backup. Click on the name of the course.

[Course List](#)

#### Course overview

Demo Shell

You are now in your course. Look for the Administration Block on the left side of the page.

Click on Backup.

#### Administration

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



# Moodle 2 Backup and Restore

Moodle will take you through 5 steps to complete the backup. The first step is the initial settings. Do not change anything on this screen. Scroll to the bottom and click on Next.

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

**Backup settings**

IMS Common Cartridge 1.1	<input type="checkbox"/>
Include enrolled users	<input checked="" type="checkbox"/>
Anonymize user information	<input checked="" type="checkbox"/>
Include user role assignments	<input type="checkbox"/>
Include activities	<input checked="" type="checkbox"/>
Include blocks	<input checked="" type="checkbox"/>
Include filters	<input checked="" type="checkbox"/>
Include comments	<input type="checkbox"/>
Include calendar events	<input type="checkbox"/>
Include user completion details	<input type="checkbox"/>
Include course logs	<input type="checkbox"/>
Include grade history	<input type="checkbox"/>

Cancel Next

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

**Include:**

Select All / None

<b>General</b>	<input checked="" type="checkbox"/>	User data	<input checked="" type="checkbox"/>
<b>Topic 1</b>	<input checked="" type="checkbox"/>	User data	<input checked="" type="checkbox"/>
News Forum	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
Directions for Final	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>

Step two is the Schema settings. This is where you can choose what you want to include in your backup. If you wish to remove items, uncheck the boxes that correspond with that activity/resource/etc. Click Next.

Confirmation and review is step three. Scroll down the page and make sure that all of the items you wanted to include are checked. If you need to change anything, scroll to the bottom of the page and click on the “previous” button. To continue, click “Perform Backup.”

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

**Filename**

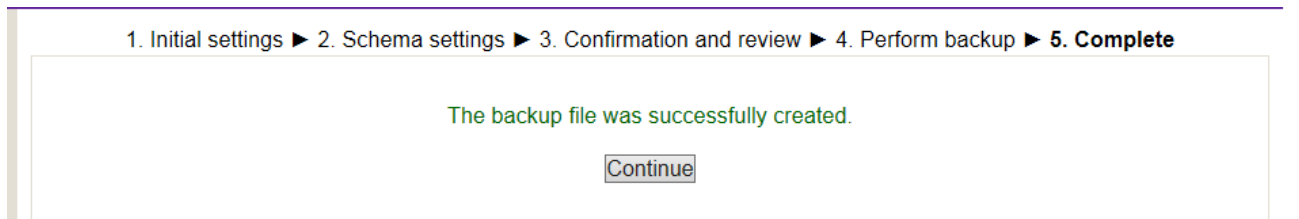
Filename\*

**Backup settings**

IMS Common Cartridge 1.1	<input checked="" type="checkbox"/>
Include enrolled users	<input checked="" type="checkbox"/>
Anonymize user information	<input checked="" type="checkbox"/>
Include user role assignments	<input checked="" type="checkbox"/>
Include activities	<input checked="" type="checkbox"/>
Include blocks	<input checked="" type="checkbox"/>
Include filters	<input checked="" type="checkbox"/>

# Moodle 2 Backup and Restore

Moodle will then start the backup process. When the backup process is complete, you will receive the following message. Click on Continue.



Moodle will take you to your Course backup area. Locate the backup file and click on “Download.” When prompted, click on “Save As.” Choose a save location on your computer.

**Course backup area** ?

Filename	Time	Size	Download	Restore
backup-moodle2-course-3808-demo_shell-20130625-1126.mbz	Tuesday, 25 June 2013, 11:26 AM	120.6KB	<a href="#">Download</a>	Restore

Do you want to open or save backup-moodle2-course-3808-demo\_shell-20130625-1126.mbz (120 KB) from moodle.nsula.edu?

Open Save Cancel

You have successfully backed up your course!

# Moodle 2 Backup and Restore

## How to Restore Your Course

Log into your Moodle and using the Course List, locate the course you want to restore materials into. Click on the name of the course.

Course List

### Course overview

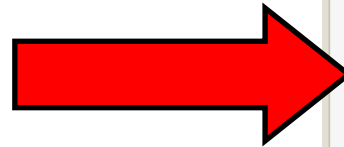
Demo Shell

You are now in your course. Look for the Administration Block on the left side of the page.

Click on Restore.

### Administration

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



There are two options when adding files to restore.

1. Drag and drop files into the files box.
2. Choose a file

### Import a backup file

Files



You can drag and drop files here to add them.

If you select “Choose a file,” you will be able to browse your computer for the file. Once you select the file, click on “Upload File.”

Click on the “Restore” button.

#### File picker

- Server files
- Recent files
- Upload a file
- URL downloader
- Private files
- Wikimedia

Attachment :

Save as :

Author :

Choose license : All rights reserved

# Moodle 2 Backup and Restore

There are 7 steps in the Restore process. The first step is Confirm. This screen is a summary of the backup file. No changes need to be made on this screen. Scroll down and click the “Continue” button.

Step two is the destination. This sets the parameters for how the mbz will unpack. Under the “Restore into this course,” select “Merge the backup course into this course.” Click “Continue.”

**Restore into this course**

Merge the backup course into this course

Delete the contents of this course and then restore

Continue

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

**Restore settings**

- Include enrolled users
- Restore as manual
- enrolments
- 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

Cancel Next

Settings is step three in the restore process. Do not change anything on this screen. Scroll down to the bottom and click “Next.”

Step four is Schema. This gives you a summary of what is in the backup file and also gives you the opportunity to remove items if you do not want them included in the restore. When you have finished, click on “Next.”

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

**Course settings**

Course name: Demo Shell

Course short name: Demo Shell

Course start date: Tuesday, 25 June 2013, 12:00 AM

Overwrite course configuration: No

Restore Quickmail History: No

Overwrite Quickmail History: No

Select All / None

<b>Section 0</b>	<input checked="" type="checkbox"/>	User data	No
<b>Section 1</b>	<input checked="" type="checkbox"/>	User data	No
News Forum	<input checked="" type="checkbox"/>	-	No
Directions for Final	<input checked="" type="checkbox"/>	-	No
Project	<input checked="" type="checkbox"/>	-	No
Welcome Video	<input checked="" type="checkbox"/>	-	No
August 13 Assignment	<input checked="" type="checkbox"/>	-	No

Review is the fifth step in the restore process. This screen gives you one last look at what your restore course will look like. If you are satisfied with the course, scroll to the bottom and click on “Perform restore.”

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

**Backup settings**

- Include enrolled users
- Restore as manual
- enrolments
- Include user role
- assignments
- Include activities

# Moodle 2 Backup and Restore

In step six, Moodle will unpack your mbz file.

When step seven has finished, you will have successfully restored your course.

Click Continue to enter your 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

**If you need assistance, please contact ECE @ 318-357-6355.**