Backing Up / Transferring a Moodle Course

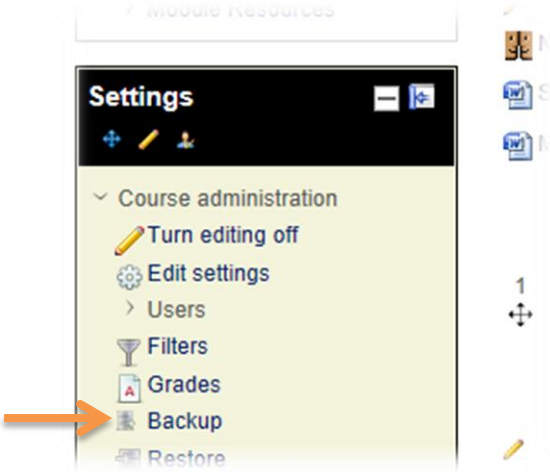
Introduction: Moodle does not directly offer a 'copy' feature, however it does allow you to back-up your course and import it to another location. Your back-up can also be taken to protect against corruption.

Backing-up a unit

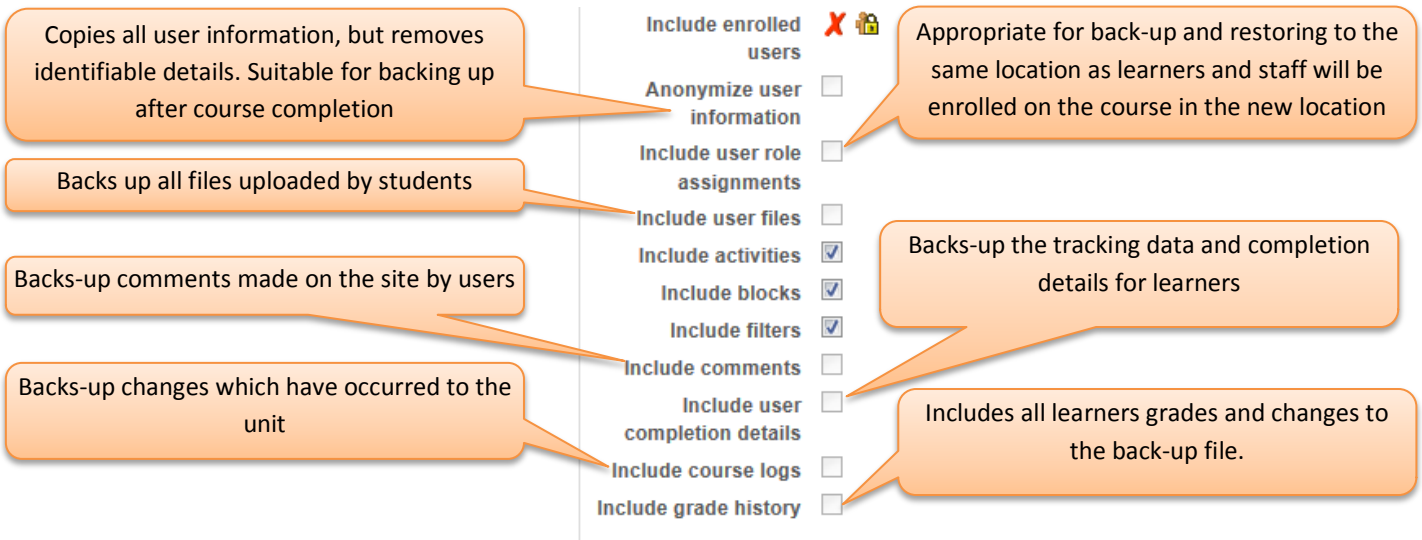
a. Log-in and navigate to the unit which you wish to back-up (please see earlier guides)

b. In the "Settings" tab, click "Course Administration"

c. Click "Backup"



d. You will be prompted for the settings for your backup, by default it will include: Activities, blocks and filters which will allow all of the units' contents and course structure to be backed-up. Other options are available:



e. In order to complete a full back-up for security, then it is advisable that all of these check boxes are selected. However if you wish to transfer activities, blocks and course structure then continue with only the three check boxes selected by default.

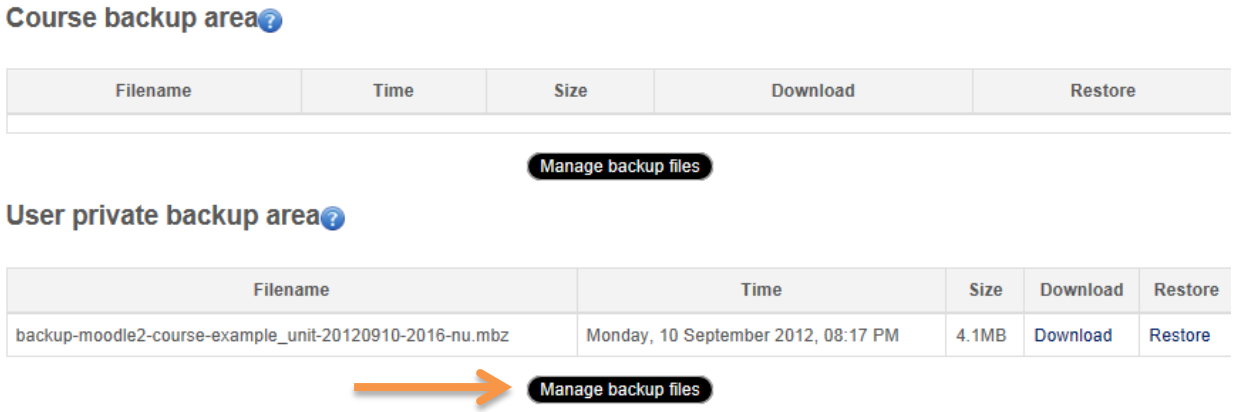
f. Once your selection has been made, click "Next"

g. The next page asks if you wish to back-up all content from the selected areas. This may be useful if all you wish to copy is one block or set of resources. Once your selection is complete, click next.

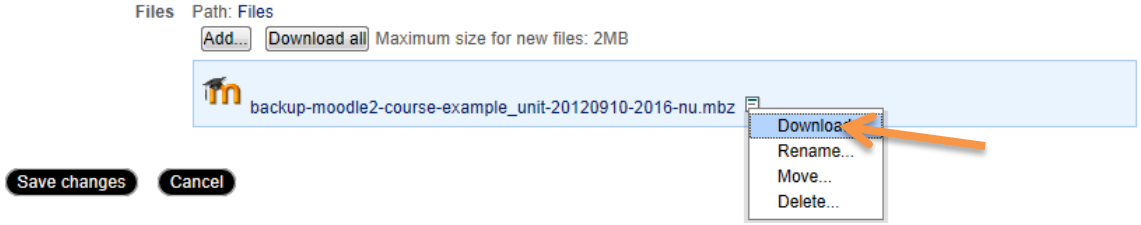
h. This next page is confirmation of your back-up scheme, before it allows you to download or transfer the content the back-up will be created on the server. Unless there are any errors, in which case go back and correct, click “Perform Back-up”

i. Green text will inform you once the back-up is complete. The larger the site the longer the back-up process will take.

j. **If you wish to download the back-up for security:** click “Manage back-up files”



k. The next page allows you to download the back-up file for security. To download a single back-up file, click the scroll page icon next to the back-up file name, then click download.



l. This will download the file to a location selected by you.

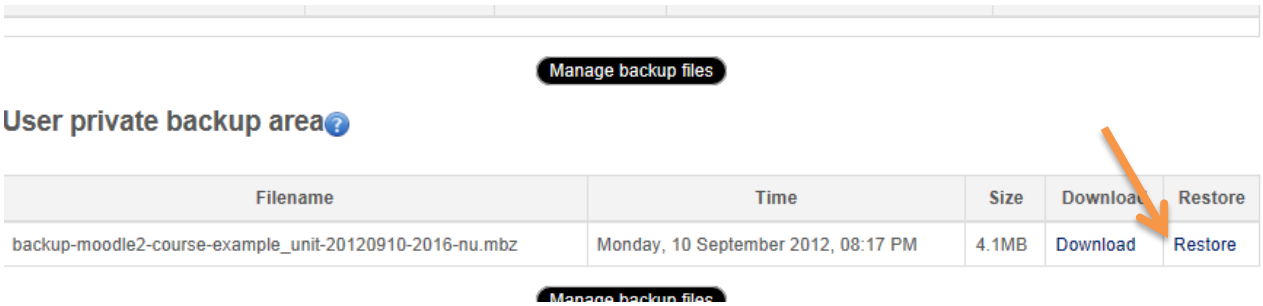
Restore an entire unit

a. Once the back-up file is created navigate to the unit where you wish to restore the entire unit to

b. In the settings tab, click “restore”

c. If your file has been downloaded locally it can be uploaded here, alternatively it can be restored using a file already on the system from a previous back-up. In order to restore from a back-up file you have downloaded:
   i. Next to the text “files” underneath the text “Import a backup file”
   ii. Using file picker, select “Upload a File” from the left hand menu and select “browse” next to attachment
   iii. Navigate to the location of your back-up file and click Upload file

d. To restore from the user private area, click the text restore the far right of the table:



e. A page displaying all the details of the restoration will be displayed, check this page for accuracy and then click "Continue" in the bottom right hand corner

f. For this scenario, move to the second box "Restore into this course" and click "Delete the contents of this course and then restore"
Note: *You are offered the opportunity to restore this back-up to an existing course or to create a new course using the back-up data.*

g. Click "continue"

h. Again you will be asked to confirm the data for the course, if the information is correct, click "Next"

i. You will be prompted to confirm which elements of the original unit scheme you wish to restore. You also have the option to rename the course. Once complete, click "Next"

j. The next page will confirm the restore log you plan to create, if all details are accurate, click "Perform restore"

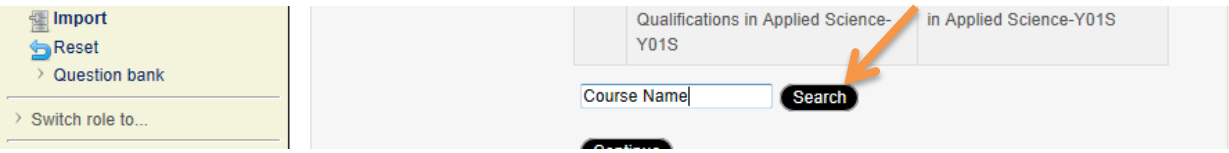
Importing Data from a course

This method allows you to transfer unit content without downloading a back-up file. This method will merge content from the unit you intend to import from with the original content, you will be able to select exactly which activities, boxes or resources your wish to copy.

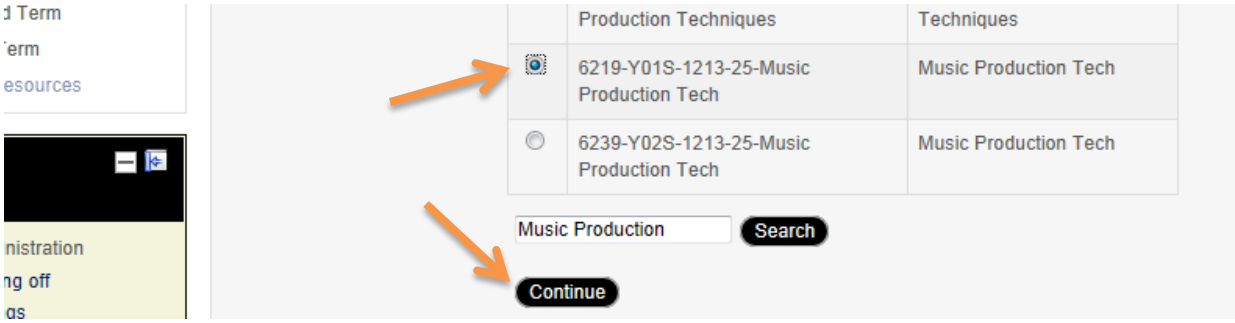
a. Navigate to the course you wish to import some unit information into

b. In the settings box click "Import"

c. The next page is only able to display 10 courses, as a result you will most likely to have to search for your course. You can either enter the course code or the name or partial name of the course into the search box. Click search:

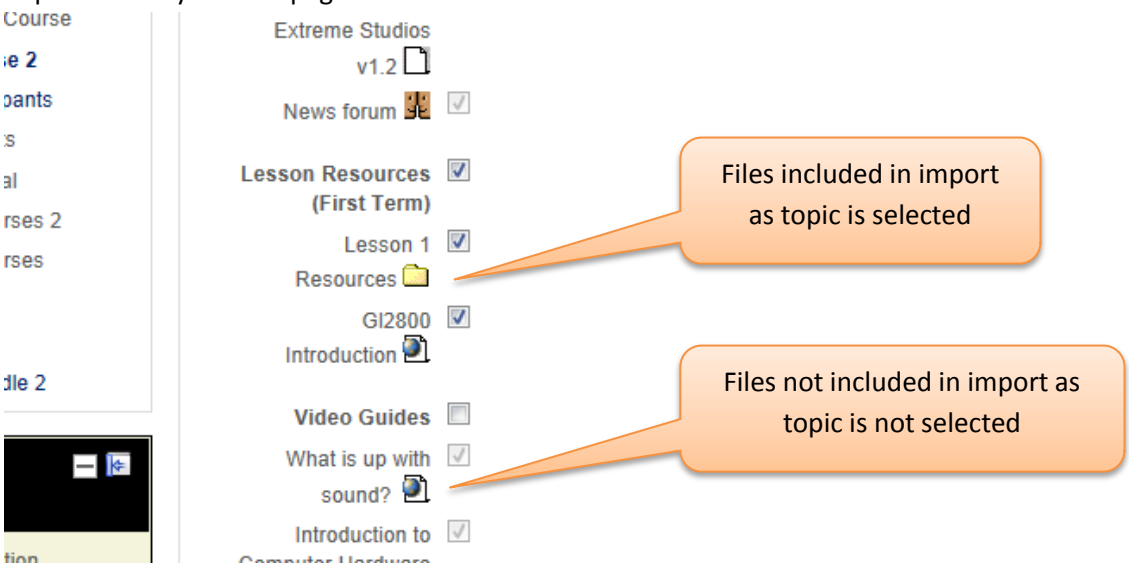


d. From the search result, select the course you wish to import data from by click the round button next to the course title. Once the button has been pressed, click "Continue"



e. The back-up settings page will ask for the type of data you wish to import in addition Topic/Outline boxes:
   i. Include activities – resources and activities within each topic hosted within the course
   ii. Include blocks – the blocks, such as ILP and News from the right hand side
   iii. Include filters – embedded content within the page *(likely to not be required)*

f. The next page will ask what Topics / Outcomes you wish to import, this will also import all content and resources attached to these topics. However by "unchecking" any of the boxes will stop the content being imported into your unit page:



Note: *if the resources contain X next to them, then they will not be imported, stop the import process and begin again, ensuring that the "Included Activities" box is checked in the page before this.*

g. Once the relevant sections have been selected, click "Next", a confirmation page will be displayed

h. Click "Import"