

Moodle
2.2

Backup and Restore

How to backup and restore a course in
Moodle 2.2

Guidance notes for the backup, restoration, import and duplicate functions in Moodle 2.2



Table of Contents

1	Introduction	1
1.1	Why create a backup?	1
2	Creating the Backup	1
2.1	Housekeeping	3
3	Restoring from Backup	4
4	The Import Function	7
5	Duplicating Resources	9

1 INTRODUCTION

Moodle has 3 ways that you can reuse content and activities:

1. **Backup and Restore**
2. Using the **Import** feature
3. Using the **Duplicate** function

In either case, teacher privileges are required, although if you want to reuse course materials in an entirely new course, you will need the assistance of the e-Learning Team.

NB: None of these options will back up the course settings (which will include items such as: course availability, number of topics and the course summary description).

1.1 WHY CREATE A BACKUP?

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 purposes (centrally created archives are only taken once a year and – given the range of course structures in existence at the university, this may not capture your course at a key point in the academic year).

NB: A further site wide backup of Moodle is taken by BUCS on a daily basis; however this is intended for site wide disaster recovery purposes only.

2 CREATING THE BACKUP

Creating a backup is a 5 step process which is undertaken from the course that you are aiming to back up. It is possible to select what items are included in the backup so you can take a copy of as much or as little of your course as you want.

The backup process creates a compressed version of your course (in **.mbz** format) that should be stored outside of Moodle, on a hard drive, network space or USB memory stick.

- From the **Settings** block
- Select the **Backup** link
(the first stage of the process opens up)

STEP 1

- Select the settings that you would like to backup
(as shown below)

Backup settings

Include enrolled users	<input checked="" type="checkbox"/>
Anonymize user information	<input type="checkbox"/>
Include user role assignments	<input checked="" type="checkbox"/>
Include user files	<input checked="" type="checkbox"/>
Include activities	<input checked="" type="checkbox"/>
Include blocks	<input checked="" type="checkbox"/>
Include filters	<input checked="" type="checkbox"/>
Include comments	<input checked="" type="checkbox"/>
Include user completion details	<input checked="" type="checkbox"/>
Include course logs	<input type="checkbox"/>
Include grade history	<input type="checkbox"/>

- Press the **Next** button

STEP 2

This step summarises the content of the course and enables you to select only those items that you would like to include in the backup

- Select the parts of your course you wish to copy
(as shown in the example below)

Include:

General	<input checked="" type="checkbox"/>	User data	<input checked="" type="checkbox"/>
News forum	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
Topic 1	<input checked="" type="checkbox"/>	User data	<input checked="" type="checkbox"/>
Overview and timetable	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
Assessment criteria	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
Topic 2	<input checked="" type="checkbox"/>	User data	<input checked="" type="checkbox"/>
Example report 1	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
Example report 2	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
Example report 3	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>

- Press the **Next** button

STEP 3

This stage of the backup will display a confirmation page, showing what has been selected in the two previous stages.

- Press **Perform backup**

STEP 4

Depending upon the size of the backup file you are creating, this may take a minute or two to complete, at which point you will receive a message letting you know whether or not the backup was successful

- Press the **Continue** button

STEP 5

At this stage of the process, Moodle will display the backup file that you have generated (which is in zip format). You can either **restore** it to one of your existing courses at this point or can **download** it and save it either locally or on a network drive by clicking on the relevant link (as shown in the image below).

Import a backup file

Files [Choose a file...](#)
No files attached

[Restore](#)

Course backup area ?

Filename	Time	Size	Download	Restore
backup-moodle2-course-sfh_tc_1-20120123-0939.mbz	Monday, 23 January 2012, 09:39 AM	65.7KB	Download	Restore
backup-sfh_tc_1-20100224-0923.zip	Wednesday, 24 February 2010, 09:23 AM	18.7KB	Download	Restore

[Manage backup files](#)

User private backup area ?

Filename	Time	Size	Download	Restore
----------	------	------	----------	---------

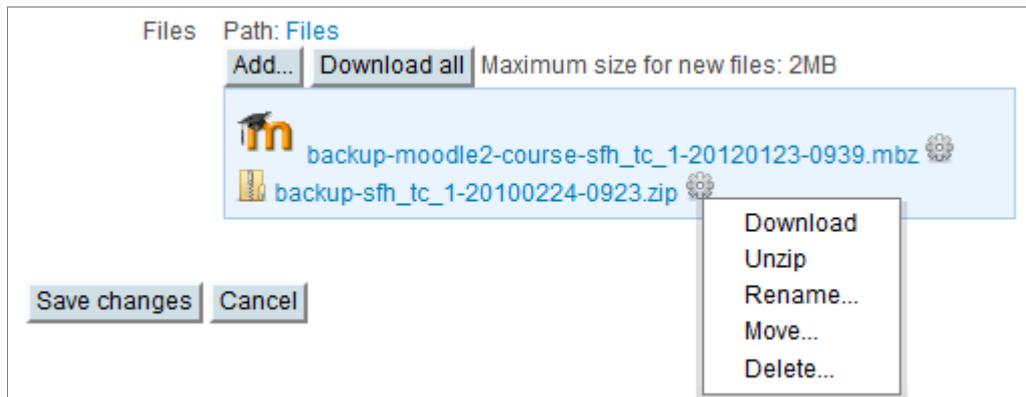
[Manage backup files](#)

You can get back to this screen at any time, by clicking on the **Restore** link in the course **Settings** block of the relevant course.

2.1 HOUSEKEEPING

Once you have downloaded or restored your course, it is recommended that you delete the backup files from Moodle. This is because any new backups that you take will otherwise include the initial ones (and this could increase the size of your course and subsequent backups greatly and cause un-necessary complications at a later date).

- From the course **Restore** page (as shown above), click the **Manage backup files** button
- The backup files will be displayed alongside a **cog** icon.
- Clicking on the cog icon will display a list of options
(as shown below)



- Click onto the relevant menu item to perform that action

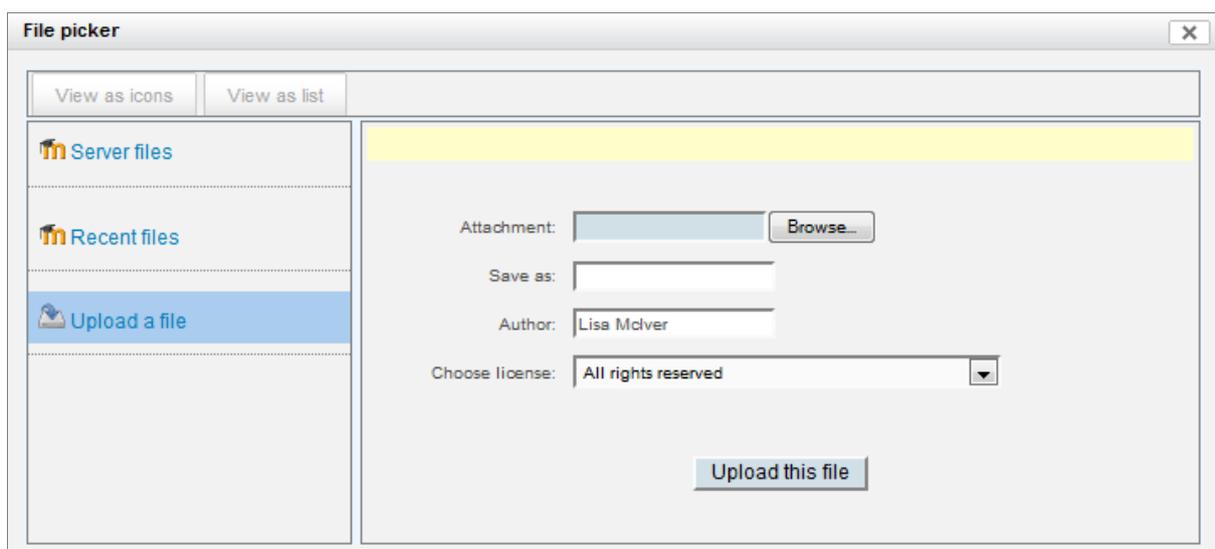
3 RESTORING FROM BACKUP

Backups can be restored at any time. If you are restoring the backup immediately following its creation, you should click the **Restore** link (as shown in the previous image); however you can also restore the course at a later date:

- From the course that contains the backup, locate the **Settings** block
- Click the **Restore** link
(the import backup page displays)

If the backup still exists within the course, click the **Restore** link. If however you have previously downloaded your backup (as recommended):

- Click the **Choose a file** button
(the file picker displays – as shown below)



- Click onto the **Upload a file** link and **Browse** for your backup file
- Click the **Upload this file** button

- Click the **Restore** button
(the course restore wizard launches)

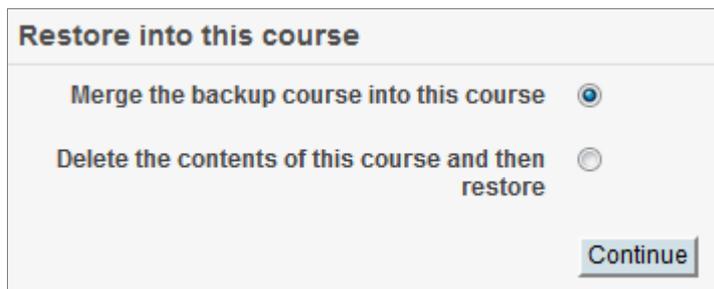
STEP 1

This is simply a confirmation screen that displays a list of those items that are part of the backup file itself.

- Click the **Continue** button

STEP 2

- Select how you would like to restore the data



Restore into this course

Merge the backup course into this course

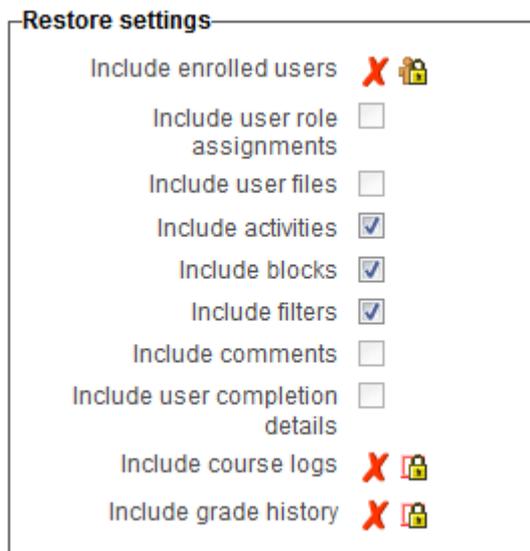
Delete the contents of this course and then restore

Continue

- Press the **Continue** button

STEP 3

- Select the items that you would like to restore
(as shown in the image below)



Restore settings

Include enrolled users 

Include user role assignments

Include user files

Include activities

Include blocks

Include filters

Include comments

Include user completion details

Include course logs 

Include grade history 

NB: Anything displaying a red cross and a padlock icon will be unavailable to you – usually it will be because this data was not selected for inclusion in the original backup file

- Click the **Next** button

STEP 4

- Select the content that you would like to restore
(as shown in the image below)

Course settings

Course name	<input type="text" value="Training Course 1"/>		
Course short name	<input type="text" value="TC 1"/>		
Course startdate	Thursday, 18 February 2010, 11:00 AM		
Keep current roles and enrolments	<input type="text" value="No"/>		
Keep current groups and groupings	<input type="text" value="No"/>		
Overwrite course configuration	<input type="text" value="No"/>		
Section 0	<input checked="" type="checkbox"/>	User data	No
News forum	<input checked="" type="checkbox"/>	User data	No
Section 1	<input checked="" type="checkbox"/>	User data	No
Teacher/Administrator Perspective	<input checked="" type="checkbox"/>	User data	No
Assignment- teacher	<input checked="" type="checkbox"/>	User data	No
Section 2	<input checked="" type="checkbox"/>	User data	No
Moodle FAQs	<input checked="" type="checkbox"/>	User data	No
Fact Finding Activity- Editing Moodle	<input checked="" type="checkbox"/>	User data	No

NB: In the above example, no user data (course memberships / assignment submissions etc.) had been included in the backup file; so the user data column is unavailable for inclusion in the restoration process.

STEP 5

A confirmation screen appears.

- Review your settings and click the **Perform restore** button
(the restoration may take a few minutes – depending on the amount of data being restored)

STEP 6

A confirmation message will appear when the process has been completed

- Press the **Continue** button to return to review the course

NB: If you want to restore your backup to a **new or different course**, please send your backup file to the e-Learning Team (via e-learning@bath.ac.uk), who will be able to do this for you.

4 THE IMPORT FUNCTION

The import function produces similar to the backup and restore procedure, however if there is no need to keep a separate backup file, then this mechanism may be the quicker option. The main difference between the two methods is that the import function will not allow you to import user data (such as the scores associated with a particular quiz or a student's contribution to a forum).

The process will involve navigating the Import wizard:

STEP 1

- Go to the course that you want to import content in to
- Locate the **Settings** block and click the **Import** link
(the course import page appears – as shown in the image below)

Find a course to import data from:

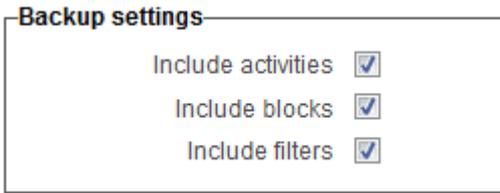
Select a course Total courses: 10

Course short name	Course full name
<input type="radio"/> FMT SCIENCE	Faculty Management Team (Science)
<input type="radio"/> SfH TC 1	SfH Training Course 1
<input type="radio"/> Audit_ev	1. Audit Evidence
<input type="radio"/> Renewable Energy	XX20001 Renewable Energy
<input type="radio"/> EV STDY: RES	Environmental studies: A crisis in material resources?
<input type="radio"/> IND PLT/ TRG	Industrial placement/ training
<input type="radio"/> NAT SCI PRJ	Natural sciences project
<input type="radio"/> CM10192	Programming I
<input type="radio"/> SP20004 (SWI)	Sociology of the family & family policy (Swindon)
<input type="radio"/> CH-SYA	Study year abroad

- Select the course that contains the data that you wish to import
- Press the **Continue** button

STEP 2

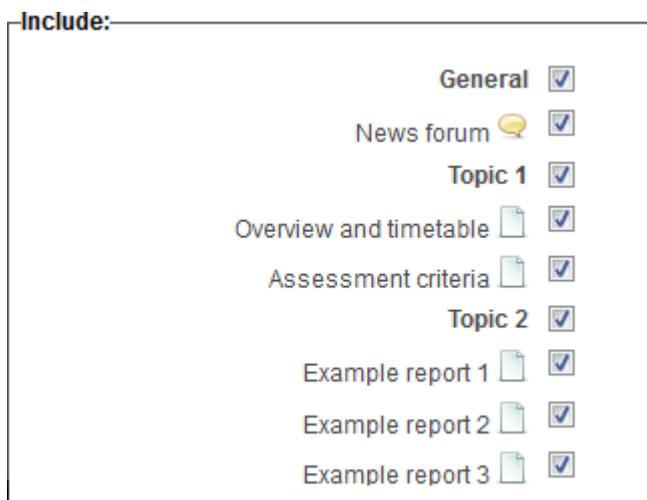
- Select the backup settings you require
(as shown in the image below)



- Press the **Next** button

STEP 3

- Select the content or resources to include
(as shown in the image below)



- Press the **Next** button

STEP 4

A confirmation screen appears.

- Review your settings and click the **Perform import** button
(the import may take a few minutes – depending on the amount of data being imported)

STEP 5

A confirmation message will appear when the process has been completed

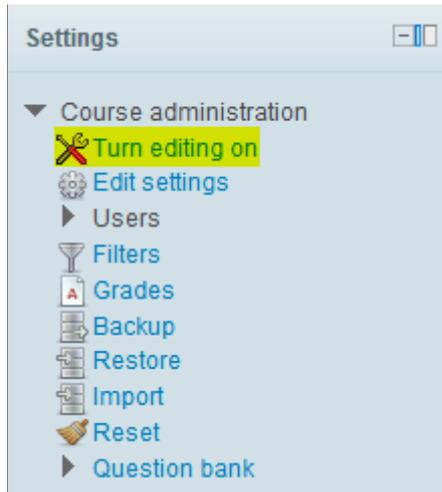
- Press the **Continue** button to return to the course (which will now contain additional the imported data).

NB: The location of imported data within your course will reflect its location in the course from which it has been obtained. If the content was originally located in topic 11, it will appear in topic 11 when imported. You may need to amend your course settings so that you can see topic 11 in the new course – at which point you will be able to see (and relocate) the imported content to a more appropriate location.

5 DUPLICATING RESOURCES

Moodle 2.2 enables anyone with **Teacher** access to duplicate course resources. This can be particularly helpful where a variant of an existing activity is required – enabling a copy to be taken, and then subsequently amended.

- Locate the **Settings** block within your course
- Click the **Turn editing on** link
(as shown below)



After turning editing on, a range of icons will appear to the right of each piece of content or activity

- Click the relevant **Duplicate** icon
(as highlighted below)



- Click the **Continue** button
- Click either the **Edit the new copy** or **Return to the course** button as appropriate

Page 'Fact Finding Activity- Editing Moodle' has been duplicated successfully

[Edit the new copy](#)

[Return to the course](#)