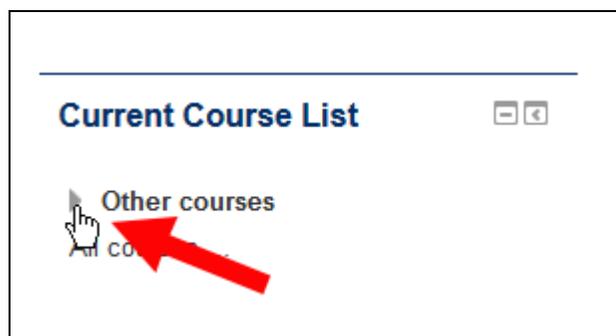


Moodle Quick Start Guide: Copying Course Content Using Backup and Restore

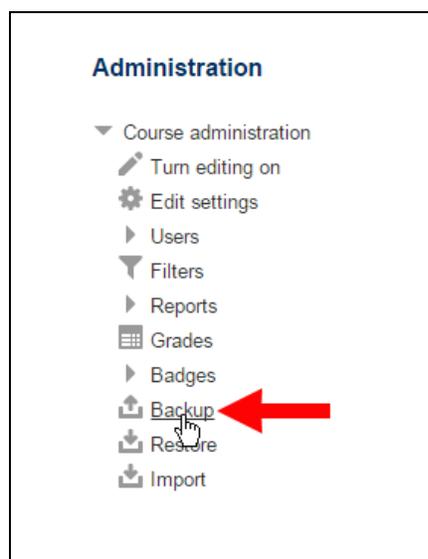
We now have two Moodle servers: the main Moodle server at <https://moodle.bucknell.edu>, and an archive server at <https://moodle-archive2.bucknell.edu> that holds most past Moodle courses (taught between Summer 2015 and Spring 2019). If you want to copy materials from a past course (on the archive server) to a current course (on the main server), you will need to use the “backup and restore” process. The following instructions explain how to perform both steps of that process:

I. Create a Backup of the Past Course

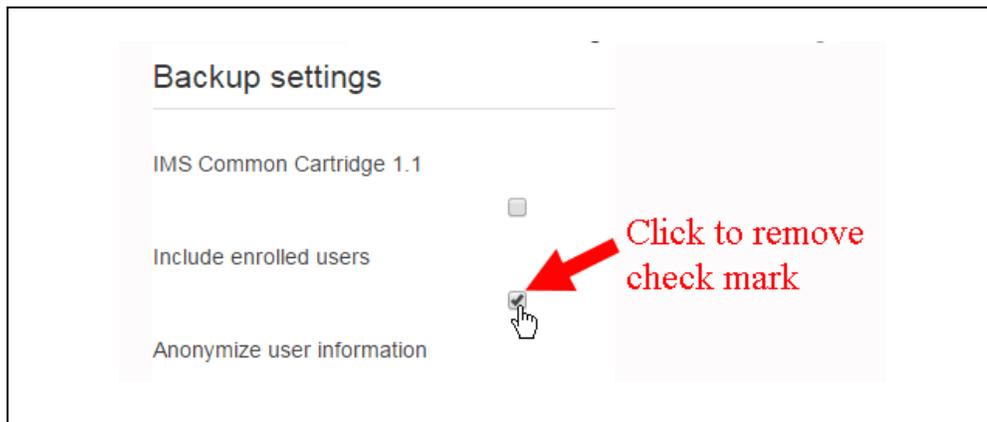
1. Go to our Moodle archive server at <https://moodle-archive2.bucknell.edu>.
2. Look for the **Current Course List** module on the right-hand side of the screen. You’ll need to click on the rightward-facing triangle next to “Other courses” to view your full list of past courses:



3. Scroll down in the course so that you can see the Administration area on the right-hand side of the page, and click on the “Backup” link:



- You will see a “Backup settings” page. You’ll want to de-select “Include enrolled users,” since you will want only course content, and *not* the users from the past course:



- Scroll down to the bottom of the page, and click on the **Next** button.
- Moodle will list all the content in your Topic areas, along with a row of red X marks, indicating that you won’t be including user data. You can deselect any content that you know you won’t want, and/or you

can scroll down to the bottom of the page, and click on the **Next** button.

- Moodle will load another summary page. Scroll down to the bottom, and click on the



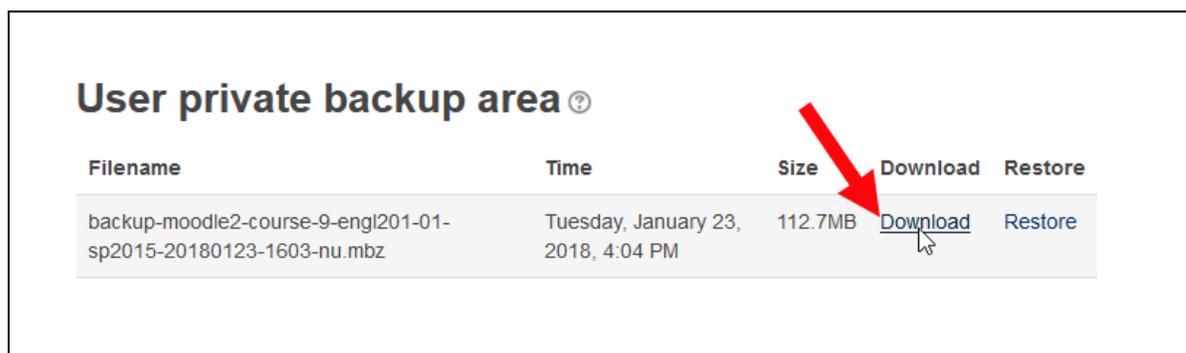
button.

- You will see a progress bar move across the page. Depending on the size of your course, it may take Moodle a few minutes to create the backup file.

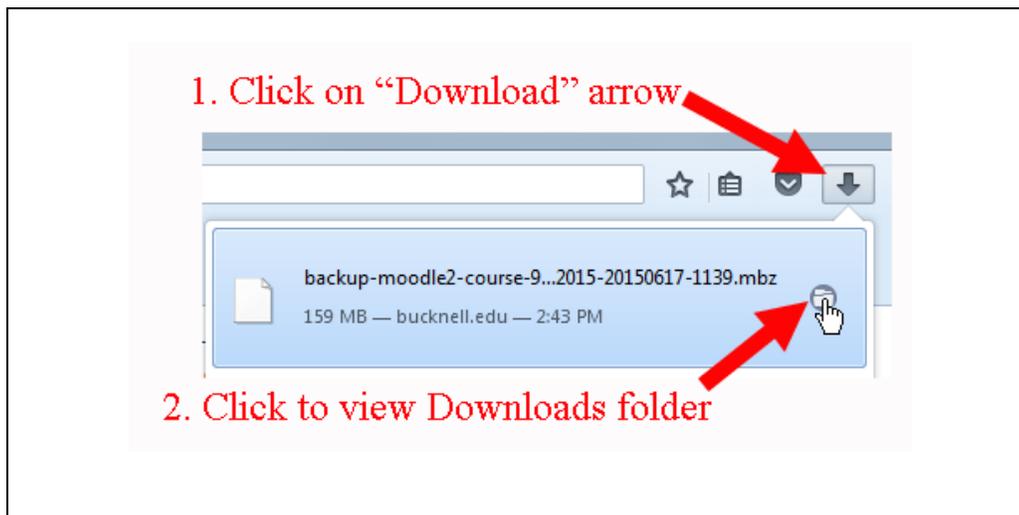
- Moodle will tell you that “The backup file was successfully created.” Click on the **Continue** button to be taken to the Course backup area.



- Scroll down on the page to find the “User private backup area.” The backup you created will be the first course listed there, marked with today’s date. In that first row, click on the “Download” link:



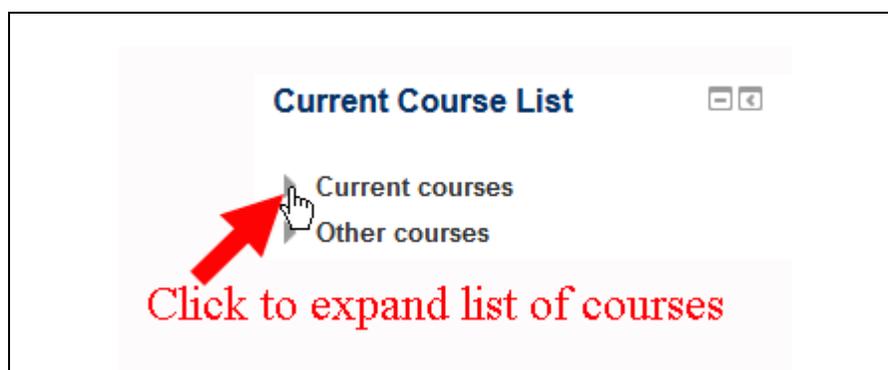
11. Different browsers treat downloads differently. On Firefox, you can see the current downloads by clicking on the downward-facing arrow among the icons at the top-right of the screen. You can then click on a folder icon to view the downloaded file within that “Downloads” folder:



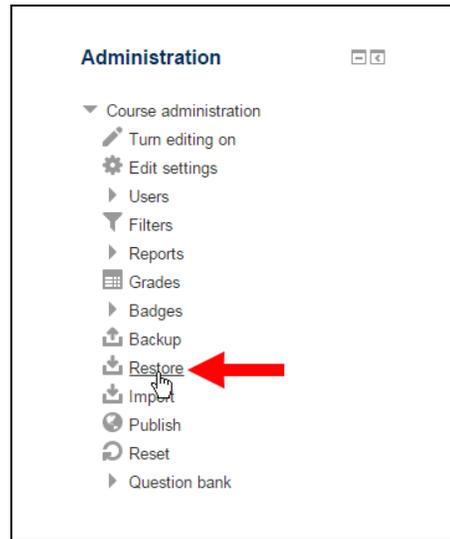
12. As you can see in the figure above, the filename will begin with “backup-moodle2-course.” The Course Short Name will be part of the file name as well, along with the date and time that you created the backup. Once you click on the icon to open the Downloads folder, **you’ll want to keep that “Downloads” folder window open on your computer.**

II. Restore the Course Backup onto the Current Version of the Course

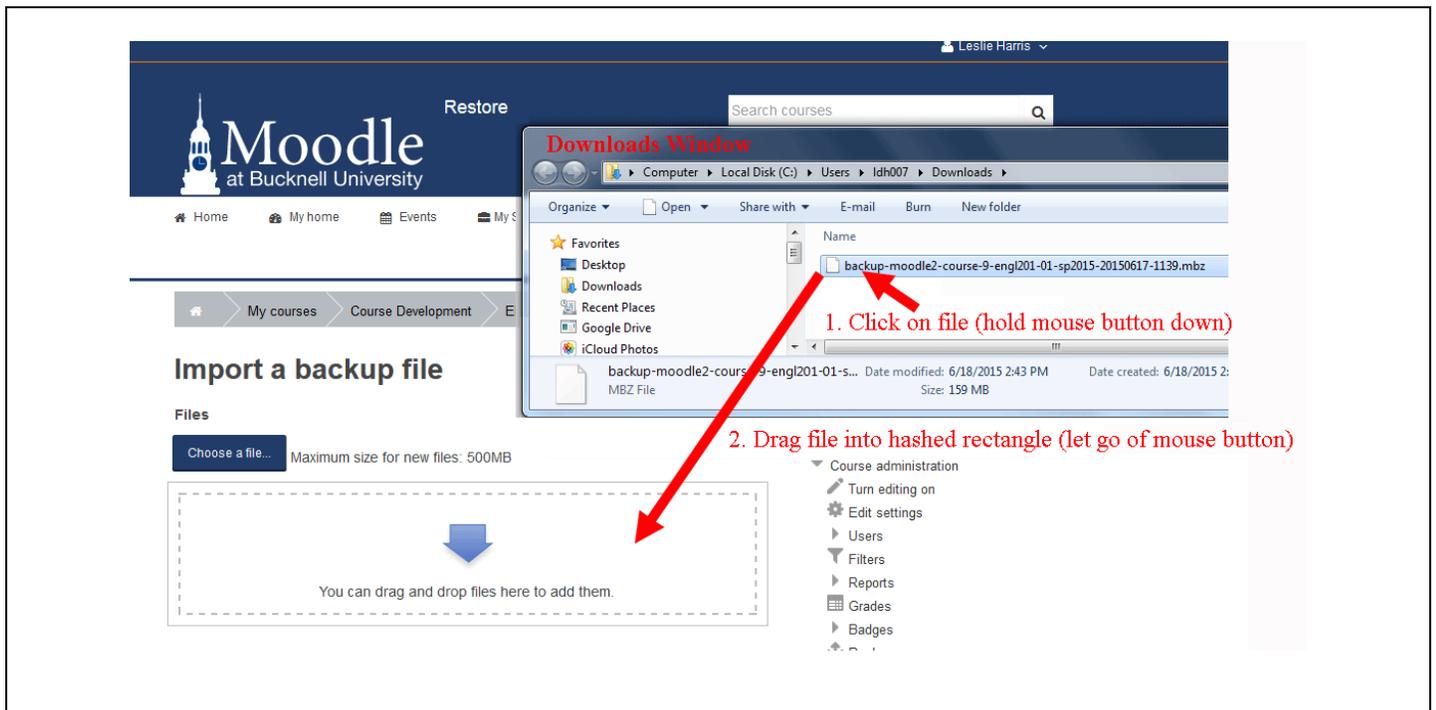
1. In order to restore your past course onto the most recent version of the course, you’ll need to return to your browser window, but this time you’ll be going to our main Moodle server:
<http://moodle.bucknell.edu>.
2. In the Current Course List module at the right-side of the page, click on the rightward-facing triangle to expand your list of courses. Please note that the course may be under “Current courses” or “Future courses,” depending on when you are trying to restore the course content:



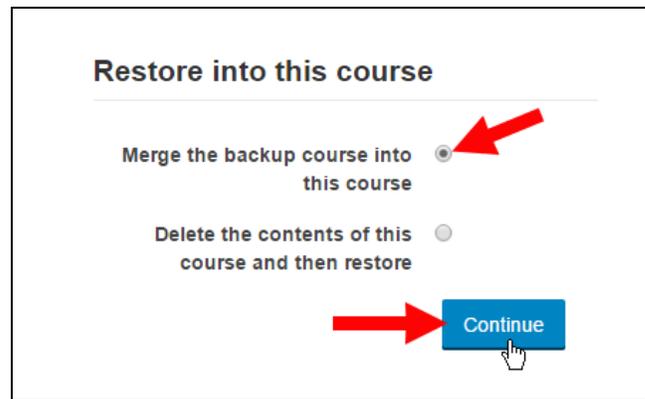
3. Find and click on the link for the new course in which you want to restore the old content.
4. Within the Administration block on the right-hand side of the page, click on the “Restore” link:



5. Moodle will open a page where you can import your course backup file using the “drag-and-drop” method. Return to the window where you were displaying your Downloads folder, and click on and drag the “backup-moodle2-course. . .” into the hashed rectangle in the middle of the screen:



6. A progress bar will move across the screen as Moodle uploads the backup file onto the server. When the file has finished uploading, the bar will disappear, and you will see just the file name in that upload window. Click on the **Restore** button just below the rectangle where you dropped the backup file.
7. Moodle will list various details about the backup file and its contents. Scroll down to the bottom of the page, and click on the **Continue** button.
8. You will want to restore the content from the backup file onto the current course, so **make sure that you are looking at the “Restore into this course” section**. “Merge the backup course into this course” should be selected, so click on the Continue button in the “Restore into this course” section of the page:



9. Scroll down to the bottom of the “Restore settings” page, and click on the **Next** button.
10. The “Course settings” page will have values for the “Course name” and “Course short name” that come from the backup file. By default, the "Overwrite course configuration" will be set to "No," and you want to keep it that way, so the past course settings information doesn't overwrite the current information. Scroll down to the bottom of the page again, and click on the **Next** button.
11. Moodle will once again provide a summary of what you are restoring. Scroll down to the bottom of the page, and click on the **Perform restore** button.
12. A progress bar will again move across the screen. It may take several minutes for Moodle to restore your course, depending on how much data is in it. Moodle will inform you (with text in a green rectangle) that the “course was restored successfully.”

13. Click on the **Continue** button to view your new course with your past data.
14. It’s possible that you will have two copies of the Announcements/News Forum – one from the past and current versions of the course. To remove the extra News Forum, click on the **Turn editing on** button near the top of the page, and then click on the “Edit” link at the far-right side of the row containing the older News Forum link. Click on the Delete link, and then click on “Yes” to confirm that you want to delete the extra News Forum. The course will now have only a single Announcements area.