Backup and Restore Instructions

First, make sure you know the difference between the **sandbox** server and the **production site** server before starting this process.

The **sandbox** server (https://cctx-sandbox.mrooms.net/login/index.php) is where instructors generally work on their courses to create them, make major changes to existing courses, etc. This is a great place to update due dates, etc. before the next semester begins. **Students do not have access** to course shells on the sandbox server.

The **production site** server (http://cctx.mrooms.net/login/index.php) is where students access your course. To make your course available to students, you would make a backup of your sandbox course *(if that is where your updated course shell resides)* and restore the backup to the production site. You can always make other changes to the production site course once you have it restored there.
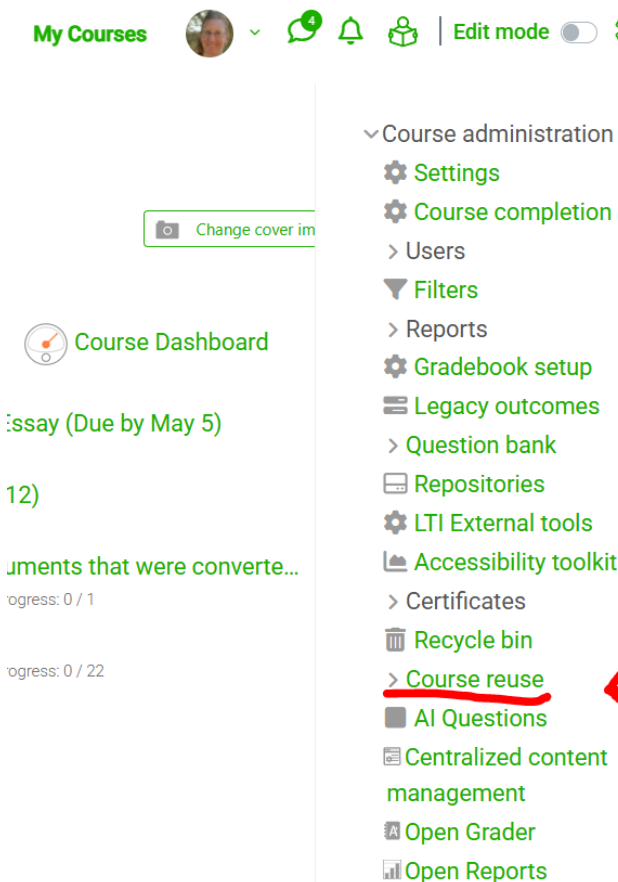
Every step in these instructions is important, so **DO NOT SKIP ANY STEPS!**

Step 1: Log into the course shell you want to back up.

Make sure you log into the **latest updated course shell that has been approved** by the online committee, whether that is on the sandbox server or a previous semester's course shell on the production site.

If you aren't for sure which one to back up, contact Roberta Sain.

Step 2: Access the backup process

Course reuse

Import
Backup
Restore
Copy course
Reset

Clicking on Course reuse will take you to this screen where you can choose "Backup."

Step 3: Disable enrolled students and start the backup

This is the first screen you will see after starting the backup process.

1. Initial settings ► 2. Schema settings ► 3.

Backup settings

☐ IMS Common Cartridge 1.1

☐ Include enrolled users

VERY IMPORTANT
<u>Do not</u> include enrolled users. Disable this choice.

Anonymize user information

✗ 🔒

☑ Include user role assignments

☑ Include activities and resources

☑ Include blocks

☑ Include filters

☑ Include comments

☐ Include badges

☑ Include calendar events

☐ Include user completion details

☐ Include course logs

☐ Include grade history

☑ Include question bank

☑ Include groups and groupings

☑ Include custom fields

Click **Jump to final step** when backing up the entire course.

Personalized Learning Designer S

☑ Include PLD data

[Jump to final step]   Cancel   [Next]

Wait until it has backed up 100% of the course.

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

30.28 secs - 16.36%

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

Click **Continue**

The backup file was successfully created.

[Continue]

Step 4: Download and save the backup file

At this point the backup file you just created is on the OpenLMS server (Sandbox or Production Site) depending on where the course shell is located. You need to download and save the backup file to your own personal computer or other personal storage device. You can name it something appropriate as long as you leave the .mbz file extension as is.

User private backup area ⓘ

Filename	Time	Size	Download	Restore
backup-moodle2-course-1901-busi1301_denney,_pamela_m_sp-18-20180210-0743-nu.mbz	Saturday, February 10, 2018, 7:43 AM	54.3MB	Download	Restore

Manage backup files

Click **Download** beside the backup file to download and save the backup file to your personal computer.

Step 5: Delete the backup file from the OpenLMS server

User private backup area ⓘ

Filename	Time	Size	Download	Restore
backup-moodle2-course-1901-busi1301_denney,_pamela_m_sp-18-20180210-0743-nu.mbz	Saturday, February 10, 2018, 7:43 AM	54.3MB	Download	Restore

Manage backup files

When finished saving your backup file, click **Manage backup files** so you can delete the backup file from the OpenLMS server.

Why is this important? *The college has only so much file space on the OpenLMS server, so deleting your backup files conserves space for us to use for other purposes.*
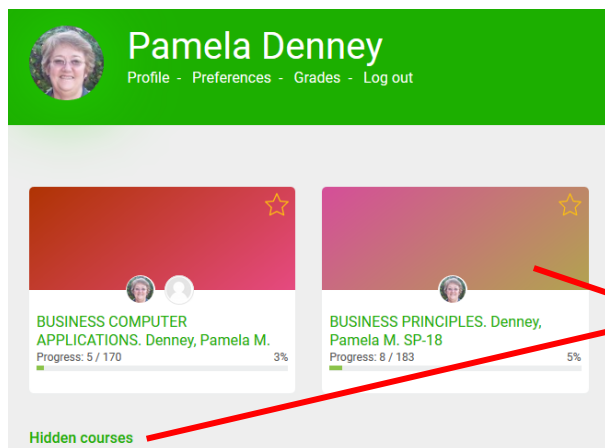
Files

▸ 📁 Files

🇲

backup-moodle...

Click the backup file and choose **Delete** from the prompt that appears.

Save changes   Cancel

When done, click **Save changes**

Pamela Denney
Profile - Preferences - Grades - Log out

BUSINESS COMPUTER
APPLICATIONS. Denney, Pamela M.
Progress: 5 / 170   3%

BUSINESS PRINCIPLES. Denney,
Pamela M. SP-18
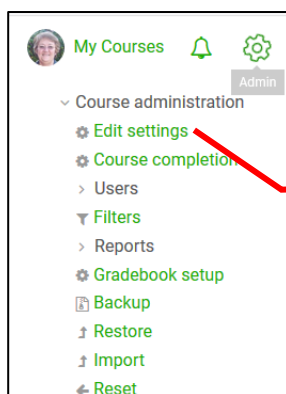Progress: 8 / 183   5%

Hidden courses

Click on the course you want to restore
your backup file in.

*If you don't see your course, it may be
hidden. Click "Hidden courses" to view
your hidden courses.*

*A "hidden course" indicates it is not
currently available to students.*

Do not proceed with Step 8 until you do this.

My Courses 🔔 ⚙️
                        Admin
⌄ Course administration
   ⚙ Edit settings
   ⚙ Course completion
   › Users
   ⊤ Filters
   › Reports
   ⚙ Gradebook setup
   📄 Backup
   ⇡ Restore
   ⇡ Import
   ← Reset

In the Admin gear icon
select **Edit settings.**

Edit course settings

Course full name
BUSINESS COMPUTER APPLICATIONS. Denney, Pam. Full   * Required ⓘ

Course short name
BCIS1305_PDENNEY_M_   * Required ⓘ

Course category
BCIS ⬍   ⓘ

At the bottom of the Edit
settings window, click **Save
and display**

Course s
29 ⬍   ⓘ

Course e
24 ⬍   August ⬍   20 0 ⬍   16 ⬍   54 ⬍   📅 ☐ Enable   ⓘ

Save and display   Cancel

Visibility Show ⬍

Course format

Appearance

Files and uploads   ⌃

Maximum upload size   ⓘ
Site upload limit (500MB) ⬍

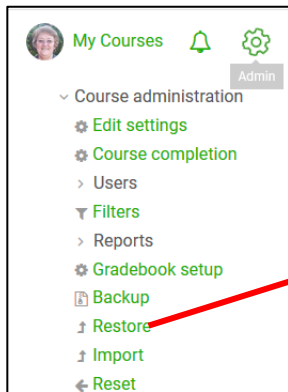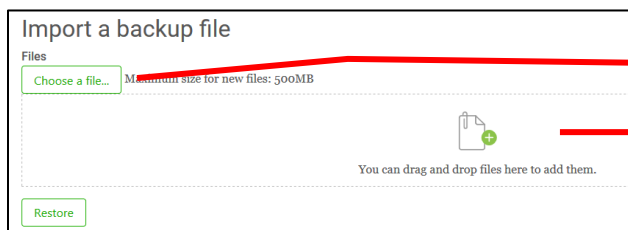Completion tracking   ⌄

Groups   ⌄

Under **Files and uploads** set
the Maximum upload size to
500 MB if it isn't already.

Follow the remaining instructions to actually restore your backup file you saved in Step 4 into the course shell on your production site. Make sure you are in your course shell on the production site to do this.
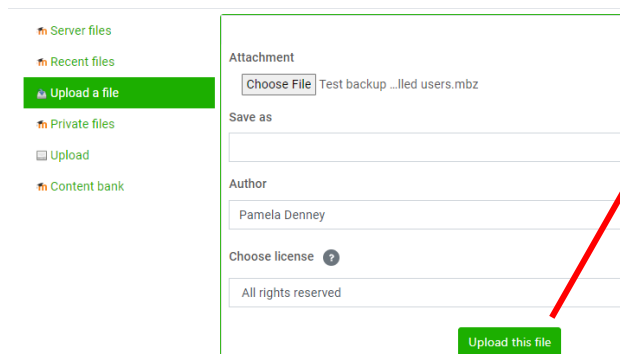
My Courses 🔔 ⚙️
Admin
∨ Course administration
  ⚙️ Edit settings
  ⚙️ Course completion
  › Users
  ▼ Filters
  › Reports
  ⚙️ Gradebook setup
  🗐 Backup
  ↥ Restore
  ↥ Import
  ← Reset

In the Admin gear icon select **Restore.**

Import a backup file

Files
[Choose a file...] Maximum size for new files: 500MB

You can drag and drop files here to add them.
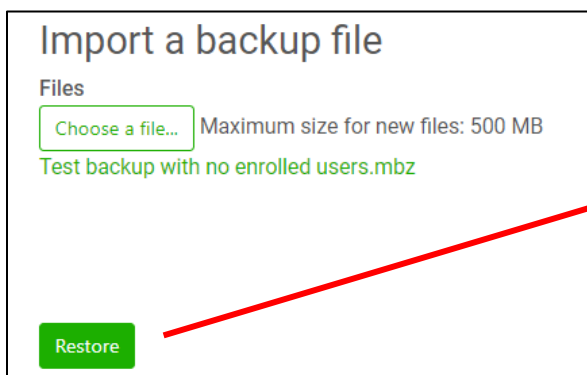
[Restore]

Click to **Choose a file** to find and upload the backup file you saved. See next screen below.

(If you feel comfortable doing so, you can use the drag and drop feature instead.)

🗐 Server files
🗐 Recent files
📤 Upload a file
🗐 Private files
🖥 Upload
🗐 Content bank

Attachment
[Choose File] Test backup ...lled users.mbz

Save as
[   ]

Author
[Pamela Denney]

Choose license ❓
[All rights reserved]

[Upload this file]

When the name of the backup file appears in this window, click to **Upload this file.**

Import a backup file

Files
[Choose a file...] Maximum size for new files: 500 MB
Test backup with no enrolled users.mbz

[Restore]

When the name of the backup file appears in this window, click to **Restore.**

There will be several screens to go through before you actually restore the course. See details about each screen on the following pages.

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

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

Backup details

Type	Course
Format	Moodle 2
Mode	General
Date taken	Tuesday, February 13, 2018, 11:26 AM
Moodle version	3.3.3 (Build: 20171113) [2017051503]
Backup version	3.3 [2017051500]
URL of backup	http://cctx.mrooms.net [1d68a23e94~~84c7773746eb355d31de]

Continue

Scroll to the bottom of the **Confirm screen** and click the **Continue** button**.**

Restore into this course

Merge the backup course into this course ○

Delete the contents of this course and then restore ⦿

Continue

On the Destination screen, choose to **Delete the contents of this course and then restore** under the **Restore into this course** section, then click **Continue.**

Restore settings
☑ Include enrolled users

Include enrolment methods

Yes, but only if users are included ⬍

On the **Settings screen**, there are many more choices than shown here. **DO NOT make any changes.** *(The "Include enrolled users could be enabled or not, depending on whether CAMS has already added your new students.)*
Then scroll to the bottom and click **Next.**

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. **Schema** ▶

Course settings

Overwrite course configuration

No ⬍

On the **Schema screen**, make no changes unless there are activities or sections you do not want restored, then scroll to the bottom of the screen and click **Next.**

1. Confirm ► 2. Destination ► 3. Settings ► 4. Schema ► 5. **Review**
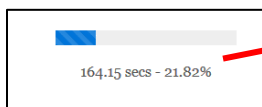
Restore settings

Include enrolled users

✔

Include enrolment methods

Yes, but only if users are included

On the **Review screen**, there should be no changes to make. Scroll to the bottom and click **Perform restore.**

164.15 secs - 21.82%

On the **Process screen** a sliding scale will show you when the restore is completed. When it is, click **Continue** to open your course.

Step 9: Keep course hidden from students until the beginning of the semester.

Clarendon
COLLEGE

Home / My courses / SnapDesign

My Courses

Change cover image

New Moodle Snap Design

CONTENTS

Introduction

1. Learn about Snap design theme

2. Make these changes to your course
Progress: 2 / 6

Click Admin **gear icon**

▾ Course administration

⚙ Edit settings

⚙ Course completion

▸ Users

When Course administration list appears, choose **Edit settings**

Change Visibility to **Hide.**

Edit course settings

Course full name

BUSINESS PRINCIPLES. Denney, Pamela M. SP-18

Course short name

BUSI1301_Denney, Pamela I

*Required

*Required

Visibility   Hide ÷

Course format   ⌄

Appearance   ⌄

Save and display

After making the change, click **Save and display** at the bottom of the screen.

Step 10: Make other needed changes in your course shell on the production site

Make other needed changes. There are some features (such as Turnitin or other external resources) that can only be added on the production site.