

Backup production site course for use in next semester

There are two critical issues to remember when making a backup of a course you intend to use for a new semester's course:

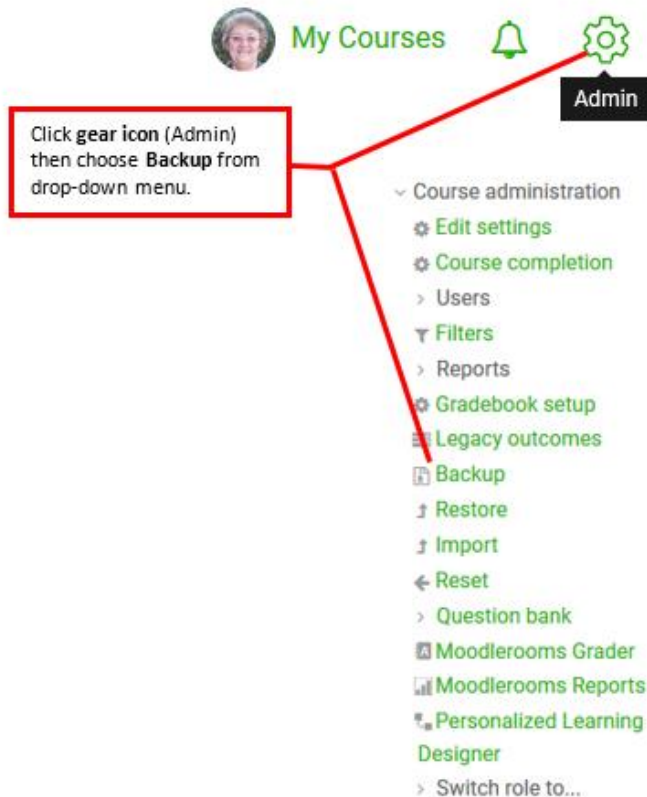
- **Do not include the user information if backing up from a production site course.**
Why? If you do, all of the student's information from this semester would be restored into the new semester's course.
- **Exception: Courses that include Q and A types of forums:**
Because you do not include the user information in your backup from the production site, you also lose any of your own personal postings from Q and A discussion forums.

Two possible options to solve this problem:

- Copy and paste what is in each of your postings in the production site course you backed up into the new course once you have the backup restored into it.
- Keep a copy of your course in the sandbox that includes your discussion postings for your Q and A forums. (Make sure no one is enrolled in the course except for you.) Back it up, including user information, to use when restoring to a new course on the production site.

Step by Step Instructions

Important! Be in the course you want to back up.



Backup course: BUSI1301_Denney, Pamela M

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

There are 5 screens in the backup process.

1. Initial settings ▶ 2. Schema settings ▶ 3.

Backup settings

IMS Common Cartridge 1.1

Include enrolled users

1. Initial settings screen. Only item to disable is Include enrolled users.

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

If backing up the entire course, click **Jump to final step** which skips you to the last backup screen.

If backing up only part of the course, click **Next** and follow prompts on next few screens to select parts to back up.

Include question bank

Include groups and groupings

Personalized Learning Designer Settings

Include PLD data

Include PLD log data

Jump to final step

Cancel

Next

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

The backup file was successfully created.

Click **Continue** after the last backup screen shows the backup file was successfully created.

Continue

Download and save backup file

1. At this point the backup file is on the Moodlerooms server. You need to download and save the file to your own personal computer or other personal storage device.
2. After it is saved, delete the backup file from the Moodlerooms server to save space on it.
3. You are then ready to restore your backup file into your new course from your saved backup file. If desired, you can also restore it into your course shell in the sandbox.

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.

When finished saving the backup file, click **Manage backup files** so you can delete the backup file off of the Moodlerooms server.

Restore to new semester's course shell

Instructions are located in the **Beginning of Semester section** of the Instructor Tutorials.