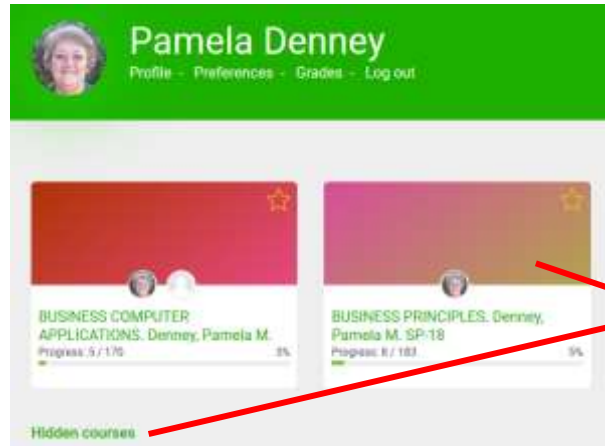## Restore your backup file to your course shell on the "Production Site" server.

Note: Make sure you have the correct backup file saved for the course you want to restore to your new course shell on the production site. If you have not backed up your course yet, locate step-by-step instructions in the "End of Semester Tasks" section of the Instructor Tutorials.

Click here for special instructions to restore your backup file to the Sandbox instead of the Production Site.

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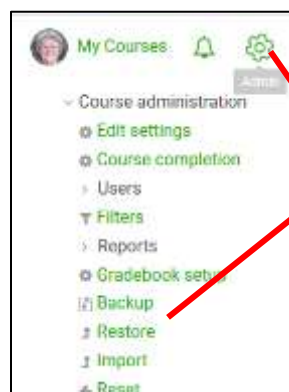
A "hidden course" indicates it is not currently available to students.

Your course shell on the Production site will look similar to this.

During this restore process you will replace the course shell with your own course content from your backup file you previously saved.

Follow the remaining instructions to restore your backup file into the course shell.

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

Import a backup file

Files

Choose a file... | Maximum size for new files: 500MB

BUSI 1301_Pam for Summer 2017_one drop.mbz

Restore

> When the name of the backup file appears in the Import a backup file window, click to **Restore.**

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

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://ectx.mrooms.net [1d68a23e944d84c7773746eb355d31de]

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

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.**

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶

Restore settings

Include enrolled users

✖

Include enrolment methods

No ⇕

On the **Settings screen**, make sure it will not "Include enrolled users." Make no other changes. 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 (*such as Section 16 example below*). Then scroll to the bottom and click **Next.**

☐ Section 16

---

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶

Restore settings

Include enrolled users

✖

Include enrolment methods

No

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

164.15 secs - 21.82%

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

Continue tweaking your course on the production site as the semester progresses. If you make changes, back up the production site version of your course to use for the next semester.

The next page explains how to restore a backup file to the sandbox.

Restore your backup file to the sandbox

What is the "sandbox"?

Just like the production site, the sandbox also has course shells for each course you teach. However, the two main differences are:
- Course shells in the sandbox are never deleted like they are at the end of each semester on the production site.
- Students do not have access to any courses in your sandbox.

Therefore, the sandbox is a great place to work on developing a new course or updating a course you have already taught. Once you are ready to place the course on the production site where you actually teach/facilitate your course, you simply make a backup of the course in the sandbox and use that backup file to restore it to the production site course shell at the start of a new semester.

To get to your courses in the "sandbox," go to cctx-sandbox.mrooms.net/

When should you restore a backup file to the sandbox instead of the production site?

- **If you are teaching the same course next semester and intend to make a lot of changes to it over the semester break** you can restore the saved backup file to your course shell in the sandbox and work on it there during the break (changing due dates, updating syllabus and course content, etc.). Once you get the course updated in the sandbox, make a new backup file and use that saved backup file to restore to the production site once the new course shell becomes available there.

- **If you won't be teaching the same course next semester but want to make some improvements to the course before you teach it at some point in the future**, restore the saved backup file to your course shell in the sandbox and make improvements there. When you are ready to teach it in the future, back up the course from the sandbox and restore it to the production site course shell once it becomes available there.

The instructions to restore a backup file to a course in the sandbox are the same as restoring a backup file to the production site. The only difference is you log in to the course shell in the sandbox (cctx-sandbox.mrooms.net/) before starting the restore process instead of the one on your production site.

Your login information for the sandbox should be the same as on the production site. If it doesn't work, contact our network administrator, Will Thompson.