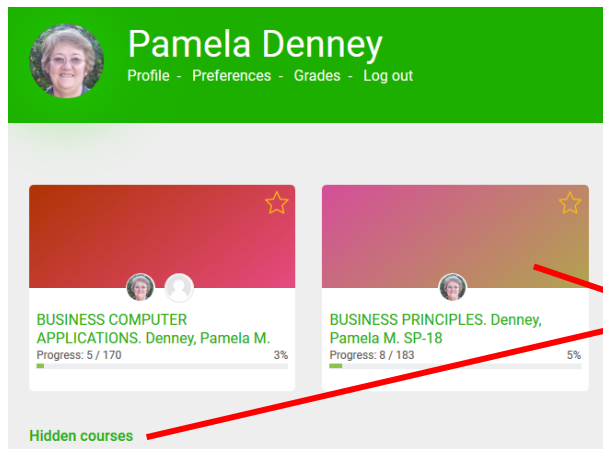


Note: If you have not backed up your course yet, follow the steps to back up your course located in the End of Semester section of the Instructor Tutorials.

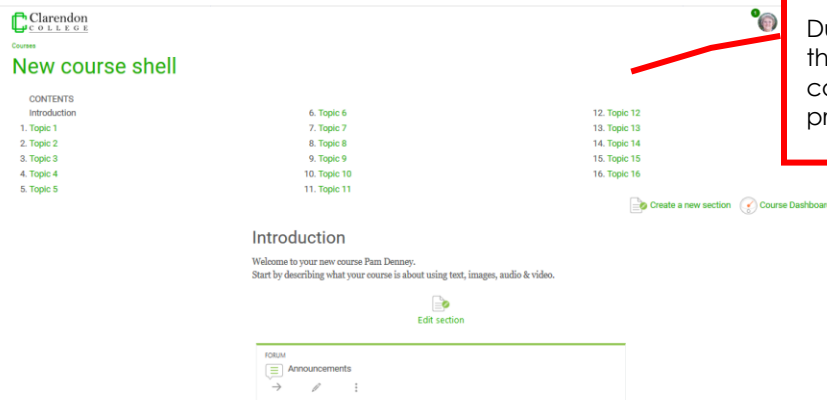
Restore your backup file to your course shell on the “Production Site” server.



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.

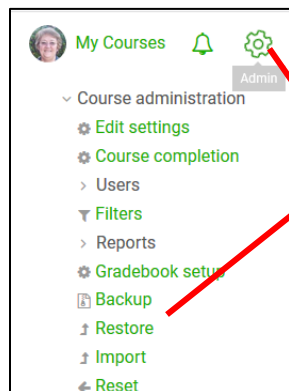
A "hidden course" indicates it is not currently available to students.



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)
Backup version	[2017051503]
URL of backup	http://cctx.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 ▶

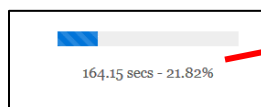
Restore settings

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**.



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.