Moodle 3.4 Backup and Simple Restore

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Create a Backup File of your Course

The first step will be to back up your course from a previous Moodle environment. Your backup file will contain your course activities and assignments, files, links to videos, etc. that you have created in your course. Backup files DO NOT store user data, Turnitin assignments, or initial forum posts/questions.

NOTE: It is recommended that your backup your *entire course* during this process. Do not select portions of the course to backup. Some faculty have experienced graded items and gradebook category configuration changed when only portions of the course are backed up and restored. You will be able to deleted any unwanted content/sections once you restore your course content into your course shell.

Create the Backup File

1. Log in to Moodle and locate the course you would like to back up. Previous versions of Moodle can be accessed using the following links:
   - moodle-2017-2018.calstatela.edu
   - moodle-2016-2017.calstatela.edu
2. From your course, locate the **Gear menu** and click on **Backup**.
3. In the Backup settings page, click **Jump to final step.**
4. Once Moodle completes the backup process click **Continue**.
5. On the next page locate the **User private backup area**.
6. Locate the file that you created in step 4 above. You can use the **Time** column to determine which file is the most recent.
7. Click on **Download** for that file. Be sure to note the location where you download this file as it may be used in the next set of instructions (i.e., you may want to download to your *Desktop* or *My Computer*).

Use Simple Restore to Import Course Content

In these steps, you will be importing all of your materials from the backup file into your course that you will use. Please ensure your course section(s) have been assign to you and you can see them in the Moodle 3.4 environment.

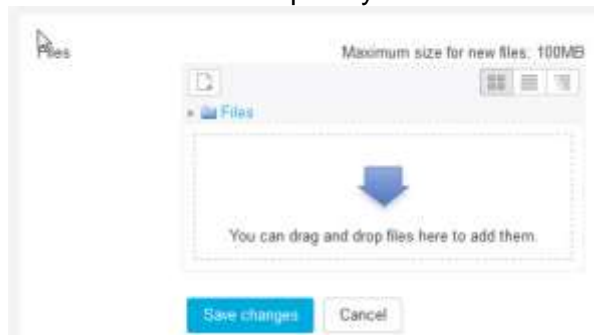## Locate your live Moodle 3.4 course shell

1. Login to Moodle 3.4 at http://moodle.calstatela.edu/ and locate your course shell where you want to import the backed up content. This will be the actual Moodle course shell that you will use (e.g., FALL 2018 CHEM 1010-01).

Import the Backup File

1. Locate the Simple Restore block you just added.

SIMPLE RESTORE (1)

Import all materials into current course (2)

Overwrite current course

2. Click **Import all materials into current course**.

3. Select the Backup File you would like to import. If you have multiple backup files available, check the Modified date to ensure you select the most recent backup file.

   - If the backup file you downloaded from Moodle is not listed, follow these instructions.

     a) In the **User private backup area** section click on **Manage Backup Files**.

     b) You can either drag and drop your backup file into the **Files** area, or select the **Add..** button to locate the backup file you saved earlier.

Files   Maximum size for new files: 100MB

» Files

You can drag and drop files here to add them.

Save changes   Cancel

     c) Click **Save Changes**.

4. Verify you are importing your backup file into the correct course shell, then click **Continue**.

Simple Restore: Import all materials into current course

Home / My courses / Moodle 3.4 / Import all materials into current course

Moodle 3.4

Confirm

You are about to **Import all materials into current course**. Proceed?

(4) Continue   Cancel
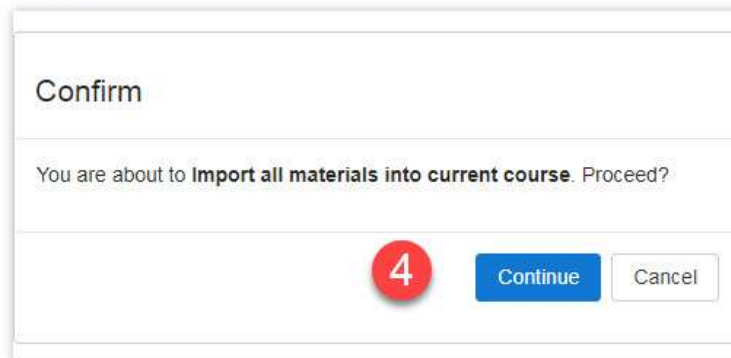
NOTE: Depending on the size of the course, the import process may take up to several minutes to complete.

Delete the extra Announcement

After completing the course data import, you may have a second Announcement in the top section of your course. Remove the duplicated forum:

1. Locate the second Announcement in the top section of your shell.
2. Click on the Edit drop down menu next to the Announcement you want to delete.
3. Click on **Delete**.
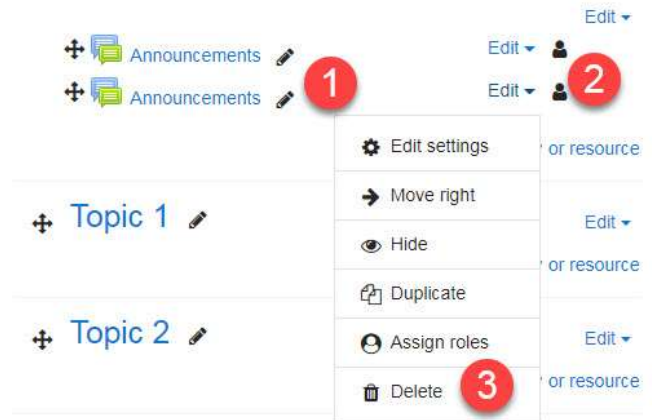
REMINDER: If you are teaching a second section of the same course, you will need to repeat the simple restore steps in your second Moodle course shell.

For assistance with this process, please visit the CETL Lab in Fine Arts 138.