



## Tutorial

# How to back up and restore a course

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## 1 General Information

Backup and Restoration of a course is useful if you want to create a new course and there already is an old course that has the material and activities you might need for the new one. Structure, activities and documents can be “copied” into the new course, but not the members and their contributions. In case you wanted to do that, please get in contact with the support team.

## 2 Making a backup of a course

At first, please go to the website of your old course. On the right, you can see the administration block. Click on “Backup”.

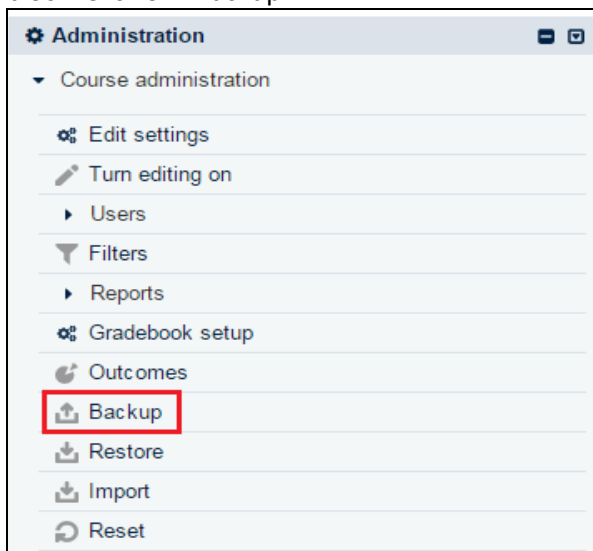


Image 1: Backup

A page will open showing the necessary steps for a backup. The first step is choosing the elements in the course that you want to save. Then please click on “Next”

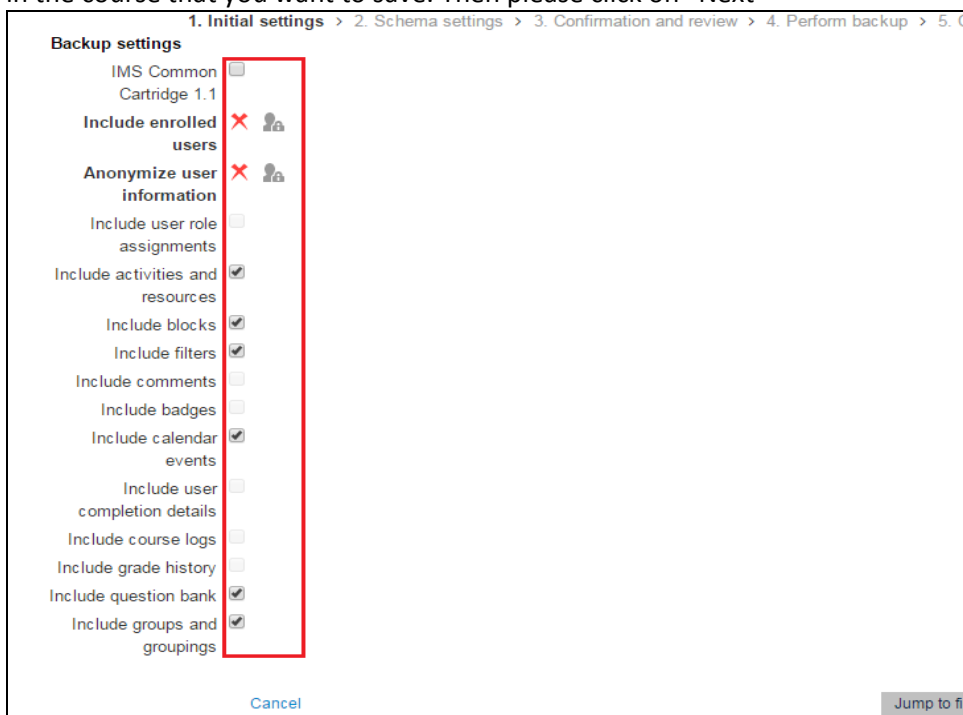


Image 2: Choosing elements

The next step will be choosing the activities in detail that you want to save.

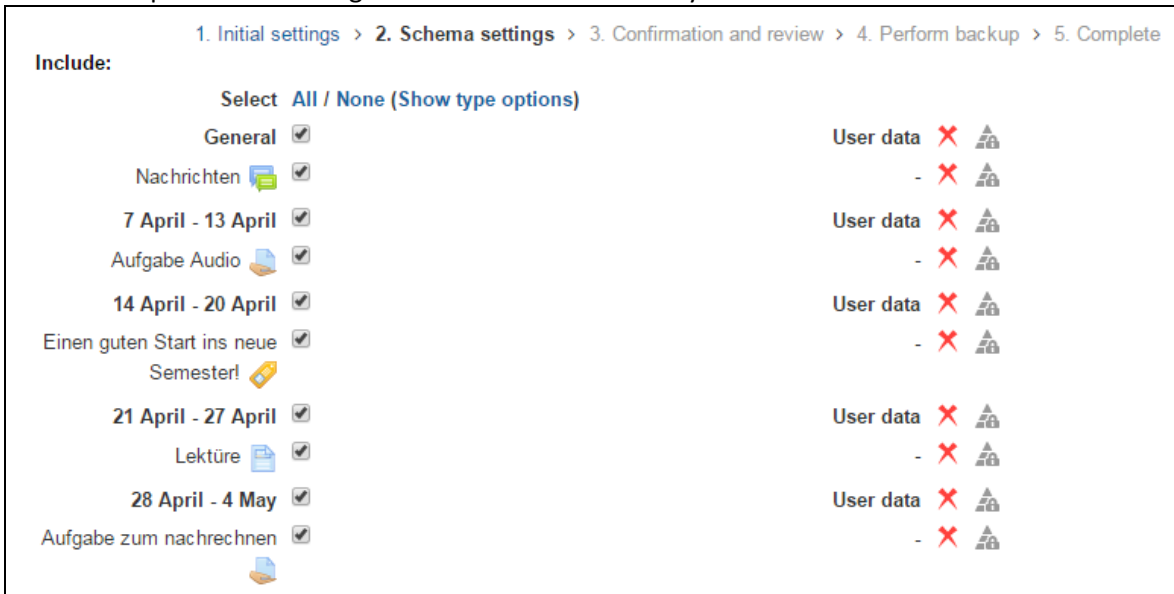


Image 3: Choosing activities

After that, the next page will show your chosen elements and activities for control. Scroll down and click on “Perform backup” if setup is right.



Image 4: Perform backup

Now your backup is complete. And the data are stored in your moodle account.

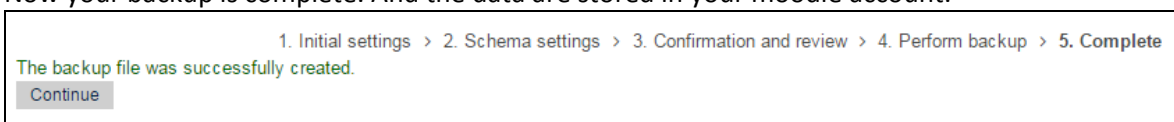


Image 5: Backup complete

### 3 Restoring the course

In order to restore, the best thing to do is opening the **new** course that you have initialized from TUMonline or applied for directly in moodle. You find the button “Restore” on the left in the administration block.

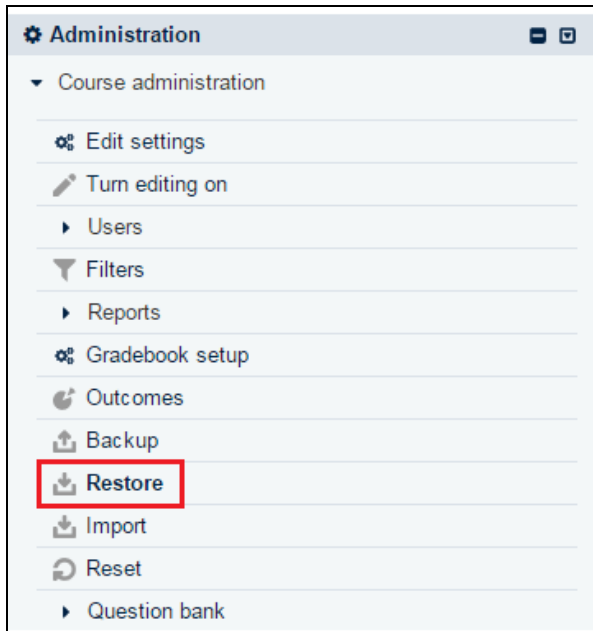


Image 6: Restore

Then a page showing all the backup data stored in your moodle account will appear. Choose the right file and click on the link “Restore” on its right.

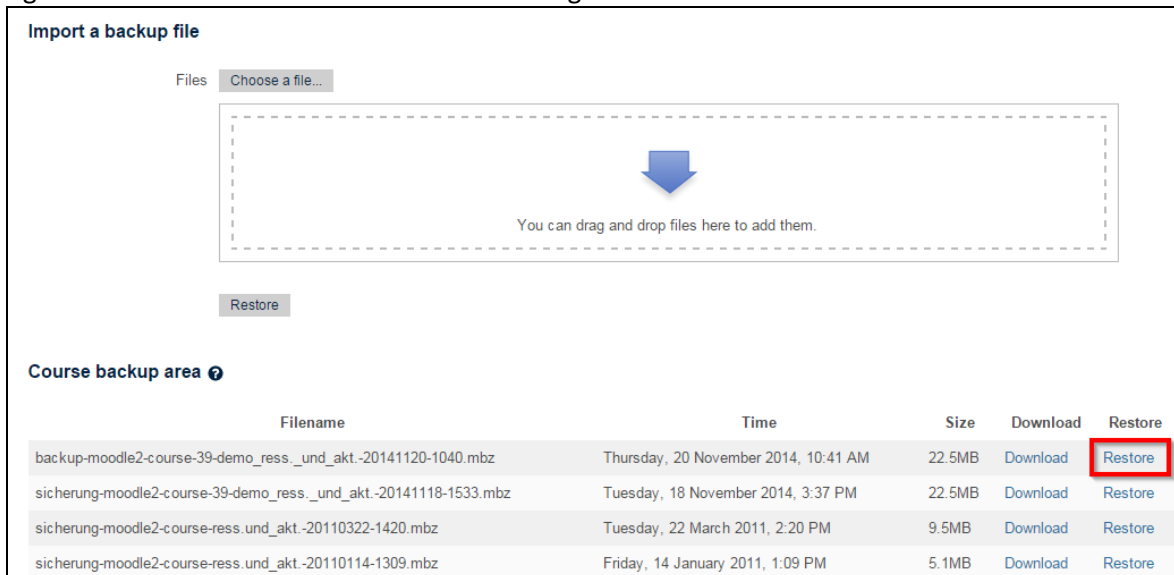


Image 7: Find data and click on “Restore”

The filed elements will be shown on the next page. Please scroll down and click on “Next”.

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	Thursday, 20 November 2014, 10:41 AM
Moodle version	2.7.2+ (Build: 20140918) <a href="#">[2014051202.02]</a>
Backup version	2.7 <a href="#">[2014051200]</a>
URL of backup	<a href="https://www.moodle.tum.de/aa68d73498fdb14756758a4cfb705be5/">https://www.moodle.tum.de/aa68d73498fdb14756758a4cfb705be5/</a>

### Backup settings

Convert to IMS Common Cartridge 1.1	✗	Include enrolled users	✓
Anonymize user information	✗	Include user role assignments	✓
Include activities	✓	Include blocks	✓

Image 8: Restore: Filed elements

Now you’ve got two options: Either you delete all the contents of the new course and restore the data of the old course or you merge the old course into the new course. Normally, the last option is the best because also data of the new course like user information and dates remain. Choose your favored option and click on “Continue”.

### Restore into this course

Merge the backup course into this course

Delete the contents of this course and then restore

**Continue**

Image 9: Restore options

Then you can decide whether you want to include activities, blocks and filters from your old course in the restoration or not. Click on “Next” afterwards.

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

**Restore settings**

- Include enrolled users
- Restore as manual enrolments
- 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 groups and groupings

[Cancel](#) [Next](#)

Image 10: Restore: inclusion options

Again you may choose activities for the restoration in detail.

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

**Course settings**

Course name

Course short name

Course start date Friday, 7 April 2017, 12:00 AM

Overwrite course configuration

Select **All / None (Show type options)**

Section 0 <input checked="" type="checkbox"/>	User data	No
Nachrichten <input checked="" type="checkbox"/>	-	No
Section 1 <input checked="" type="checkbox"/>	User data	No
Aufgabe Audio <input checked="" type="checkbox"/>	-	No
Section 2 <input checked="" type="checkbox"/>	User data	No
Einen guten Start ins neue Semester! <input checked="" type="checkbox"/>	-	No

Image 11: Restore: Activities in detail

At last, please control your choice and click on “Perform restore”.

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

**Backup settings**

- Include enrolled users
- Restore as manual enrolments
- 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 groups and groupings

**Course settings**

Course name Testkurs Stanislaus

Course short name Test Stanislaus

Course start date Friday, 7 April 2017, 12:00 AM

Overwrite course configuration

Section 0 <input checked="" type="checkbox"/>	User data No
Nachrichten <input checked="" type="checkbox"/>	- No

Image 12: Restore:

Now the restoration is ready and the contents of the old course should be found on the new course.

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

The course was restored successfully, clicking the continue button below will take you to view the course you restored.

Image 13: Restoration complete