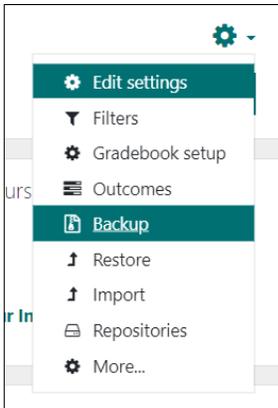


Backing up & Restoring Moodle Courses

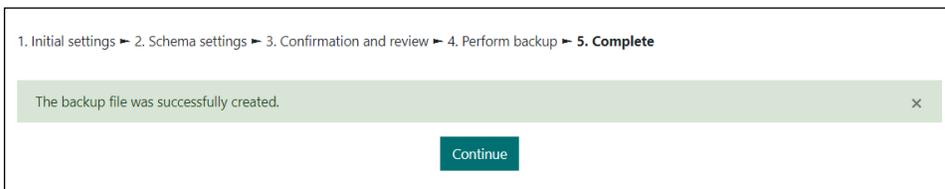
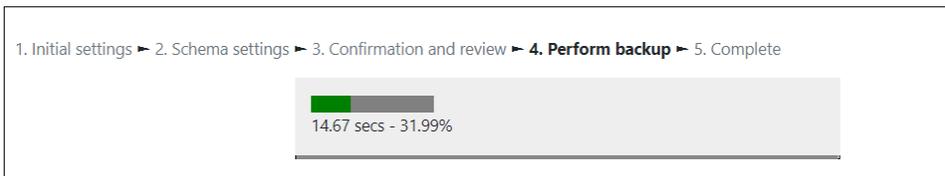
Instructors have the ability to backup Moodle course content and restore it into their new course shell(s). If you have any questions, please reach out to our technical support team for assistance. We will be happy to walk you through the process. [Submit a Help Request at 5000.coastal.edu](https://5000.coastal.edu)

To make a complete backup your course (not including user data):

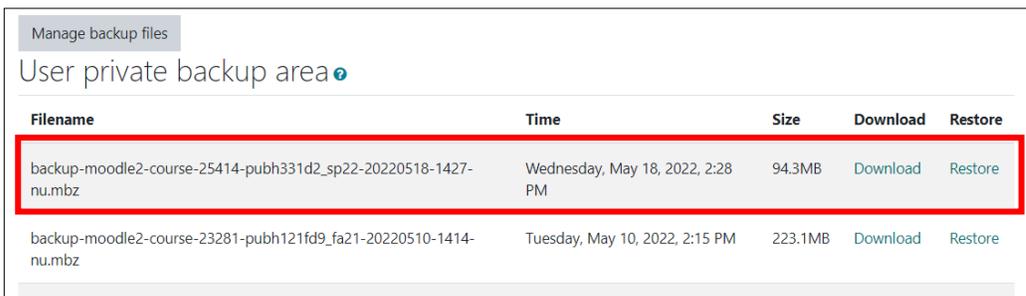
1. From the main page of your course, click the **gear icon** in the upper right corner of the screen.
2. Select **Backup** from the dropdown menu.



3. Making no changes on the screen, scroll to the bottom and click **Jump to the final step**. The backup process will begin.



4. Once the backup file has been created, click **Continue**. The backup file will appear in the User private backup area.

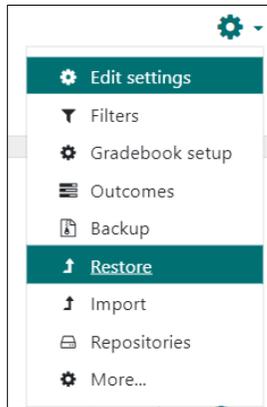


5. The file can be downloaded to your computer or restored into a new course shell. (see below)

To restore a course backup into a course shell on the same Moodle site:

[Be sure you are restoring content into the correct course. You will not be able to undo this process once you do it.]

1. From the main page of the course shell into which you want to restore your content, click the **gear icon** in the upper right corner of the screen.
2. Select **Restore** from the dropdown menu.



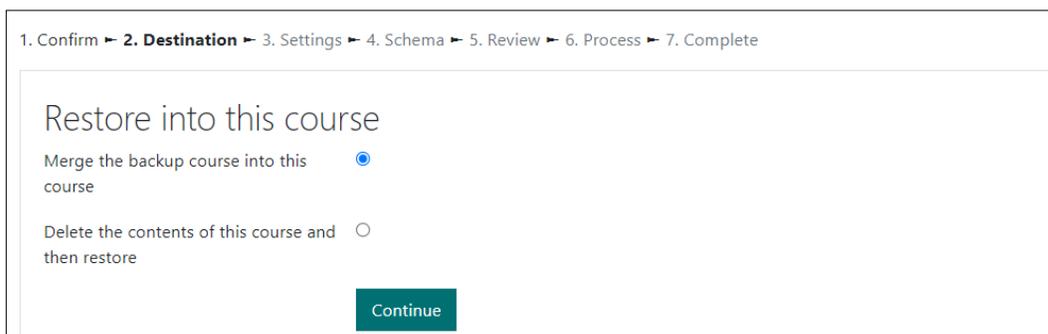
3. Click the **Restore** link in the User private backup area. You will see a screen with Backup details. This is just a list of all the content in the class

User private backup area [?](#)

Filename	Time	Size	Download	Restore
backup-moodle2-course-25414-pubh331d2_sp22-20220518-1427-nu.mbz	Wednesday, May 18, 2022, 2:28 PM	94.3MB	Download	Restore



4. Scroll to the bottom of the “Backup details” screen and click **Continue**.
5. Under “Restore into this course,” select the option to “**Merge**” the courses or to “**Delete**” the content in the shell and overwrite it with the content in the backup file. (If you choose to delete the content, make sure to select “**Yes**” for Keep current roles and enrollments when it appears in Step 8b below.)



6. Click **Continue**.

7. Under “Restore settings,” you will see a general list of the resource categories that will be brought into the course. You can deselect certain categories if you wish. If you want the course content imported in its entirety, click **Next**.
8. Under “Course settings,”
 - a. If you are importing a course with the Tiles or Grid format, change the “**Overwrite course configuration**” setting to **Yes**. Otherwise, you can leave it on No. (If you are deleting the content, select “Yes” for “Keep current roles and enrollments.”)

Course settings

Overwrite course configuration Course name Tracy Backup

- b. In the list of course items, select/deselect specific items that you want to move over. If you want to move them all, just leave them all checked. Note: If you are only importing specific items, the section will need to be checked in order to check any items within the section. (When in doubt, leaves items selected. You can always delete the items from your course page later.)

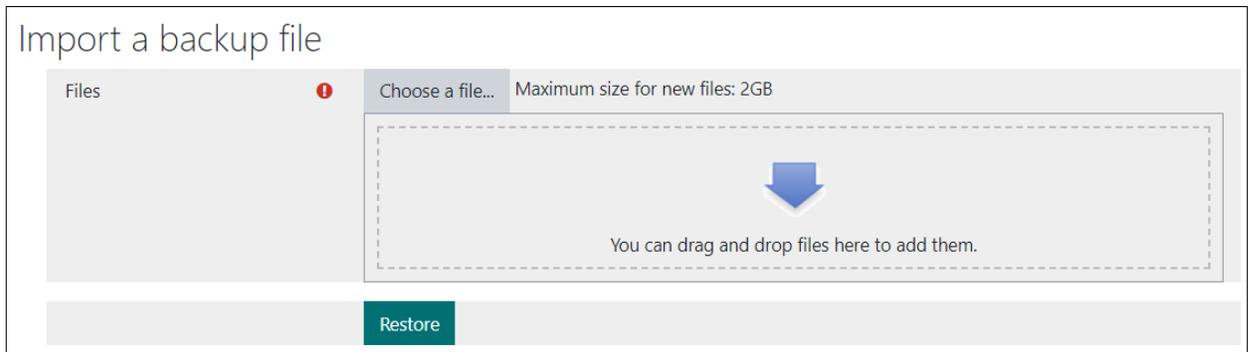
Select		
All / None (Show type options)		
<input checked="" type="checkbox"/>	Course Information - Syllabus - Schedule - Announcements	No
<input checked="" type="checkbox"/>	Announcements	No
<input checked="" type="checkbox"/>	How to Get Started with this Class	No
<input checked="" type="checkbox"/>	Syllabus	No
<input checked="" type="checkbox"/>	Schedule	No

9. At the bottom of the “Course settings,” screen, click **Next**. The “Restore settings” screen will appear, confirming your selections.
10. On the “Restore settings” screen, scroll to the bottom and click **Perform Restore**. The import process will run. Usually, it completes quickly, but if your course is very large, it may take a few minutes.
11. When the upload completes, click **Continue**. This should bring you back to the main page of the course with the new content.

To restore a course backup into a course shell on a different server:

[Be sure you are restoring content into the correct course. You will not be able to undo this process once you do it.]

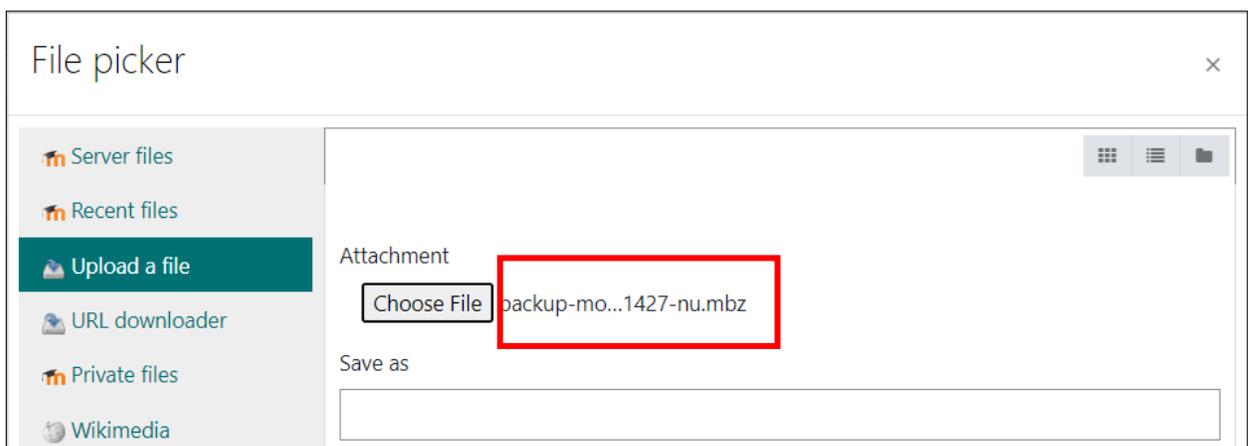
1. From the main page of the course shell into which you want to restore your content, click the **gear icon** in the upper right corner of the screen.
2. Select **Restore** from the dropdown menu.
3. On the Import a backup file screen, you can drag and drop your backup file into the upload area, or click **Choose a file** to browse for the file.



- 4. On the Moodle File picker, select **Upload a file** on the left, and then click **Choose file** (or Browse) on the right. The Backup file should look similar to the one listed below with the .mbz extension.

Name	Date modified	Type	Size
▼ Today (1)			
backup-moodle2-course-25414-pubh331d2_sp22-20220518-1427-nu.mbz	5/19/2022 2:52 PM	MBZ File	96,521 KB
▼ Yesterday (3)			

- 5. Once you have selected the file, it should appear to the right of the Choose a file button.



- 6. Click **Upload this file**. (There is no need to change other settings on this screen.)
- 7. Wait for the file to upload completely, and then click **Restore** to start the restoration process. This process is the same as the process listed in the previous section.

