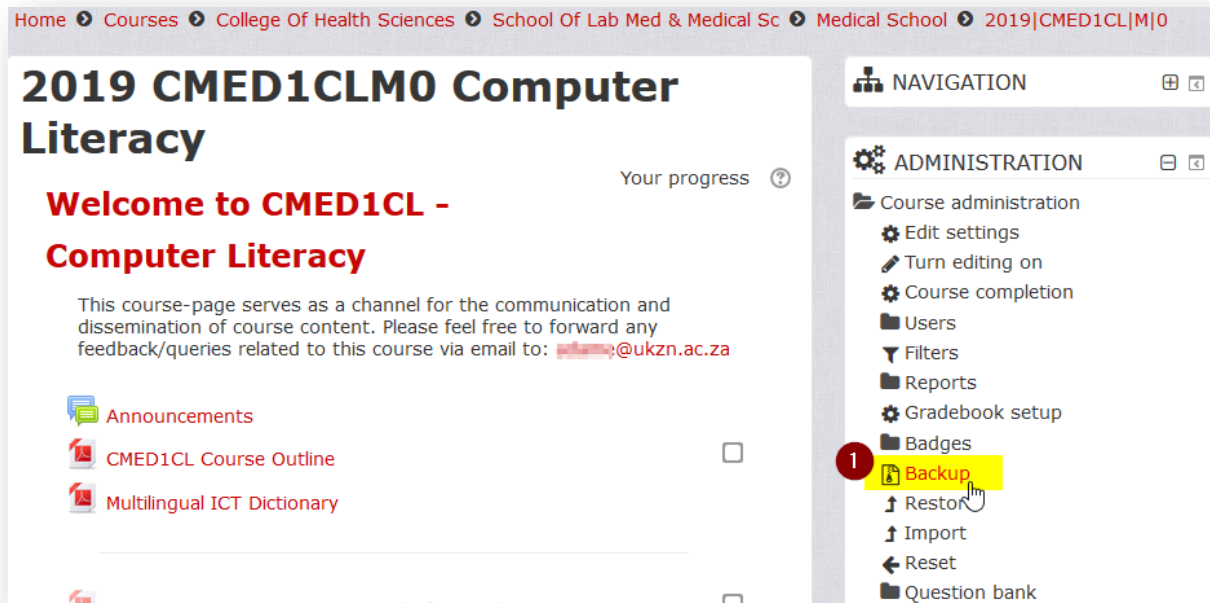


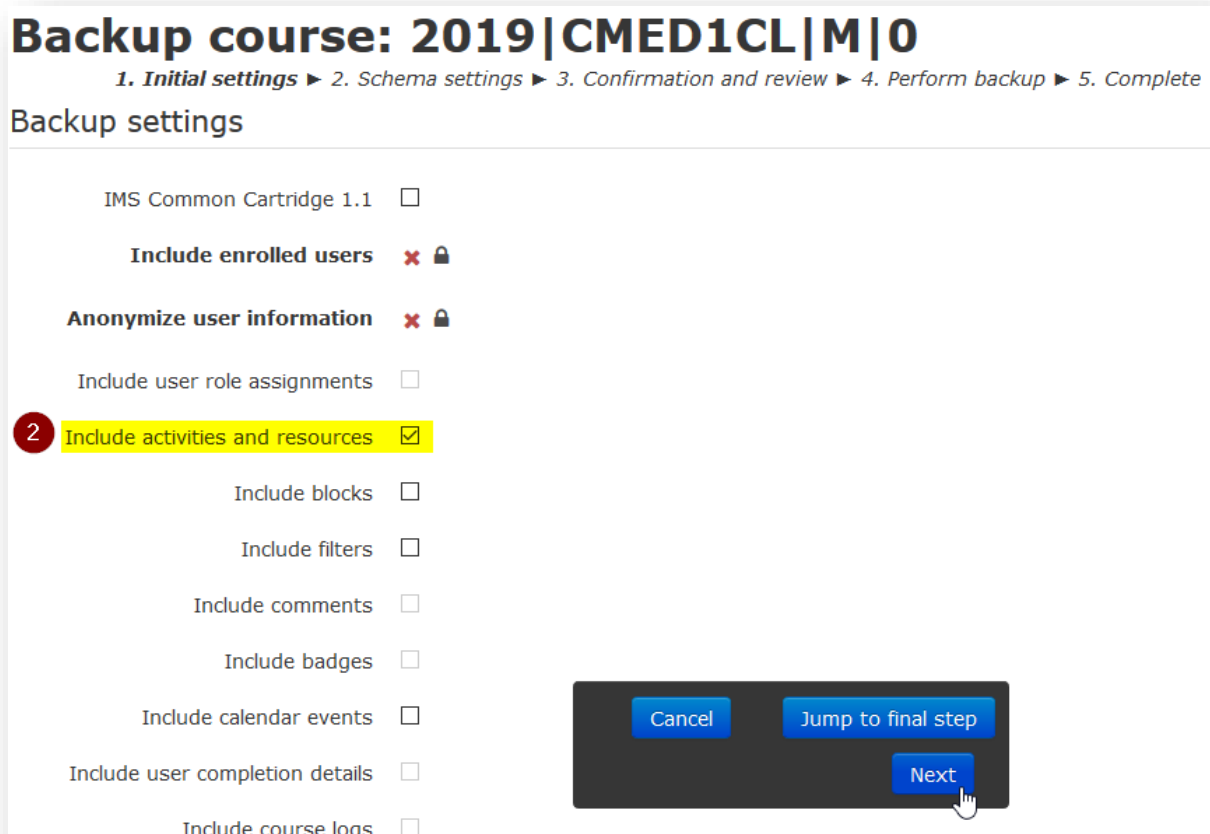
BACKUP AND RESTORE YOUR MOODLE COURSE

1. Enter your current [Moodle course](#) and scroll down and click on **Backup** in the **Administration** block.



The screenshot shows the Moodle course administration interface for the course '2019 CMED1CLM0 Computer Literacy'. The breadcrumb trail is: Home > Courses > College Of Health Sciences > School Of Lab Med & Medical Sc > Medical School > 2019|CMED1CL|M|0. The main content area displays the course title and a welcome message. On the right, the 'ADMINISTRATION' block is expanded, showing various options. The 'Backup' option is highlighted with a yellow background and a red circle with the number '1' next to it. Other options in the menu include Course administration, Edit settings, Turn editing on, Course completion, Users, Filters, Reports, Gradebook setup, Badges, Restore, Import, Reset, and Question bank.

2. **Include activities and resources** in your backup. Also **Include question bank** if your course contains quizzes. Deselect the other options. Click **Next** to proceed.



The screenshot shows the 'Backup course: 2019|CMED1CL|M|0' settings page. The progress indicator shows: 1. Initial settings > 2. Schema settings > 3. Confirmation and review > 4. Perform backup > 5. Complete. The 'Backup settings' section is visible, with several options and their corresponding checkboxes. The 'Include activities and resources' option is checked and highlighted with a yellow background and a red circle with the number '2' next to it. Other options include IMS Common Cartridge 1.1, Include enrolled users, Anonymize user information, Include user role assignments, Include blocks, Include filters, Include comments, Include badges, Include calendar events, Include user completion details, and Include course logs. At the bottom right, there are three buttons: 'Cancel', 'Jump to final step', and 'Next'. The 'Next' button is highlighted with a yellow background and a red circle with the number '2' next to it, and a mouse cursor is pointing at it.

3. Deselect **Announcements**, **QPA Questionnaires** and any Sections than contain no content. Click **Next**.

Backup course: 2019|CMED2CR|M|1

1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete

Include:

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

General	User data
<input checked="" type="checkbox"/> Announcements	- <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
2019 CMED2CR M 1 Khadra, Jindie Khadra	- <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Topic 1	User data
Cell Turnover <input checked="" type="checkbox"/>	- <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Cell Injury and Death <input checked="" type="checkbox"/>	
Topic 2	User data

Navigation buttons: Previous, Cancel, Next

4. Perform backup.

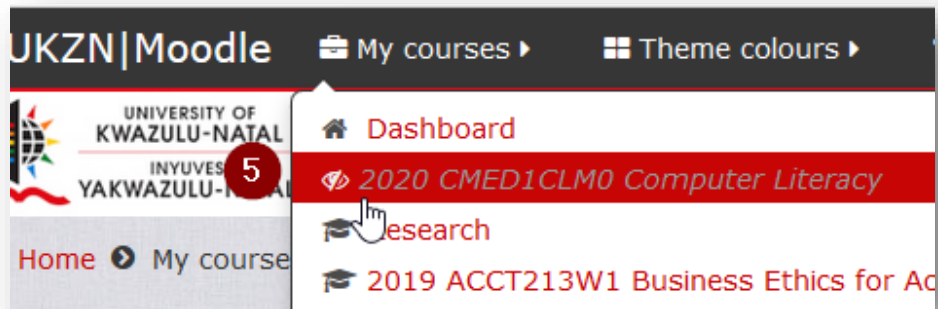
Backup settings

IMS Common Cartridge 1.1	<input checked="" type="checkbox"/>
Include enrolled users	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Anonymize user information	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Include user role assignments	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Include activities and resources	<input checked="" type="checkbox"/>
Include blocks	<input checked="" type="checkbox"/>
Include filters	<input checked="" type="checkbox"/>
Include comments	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

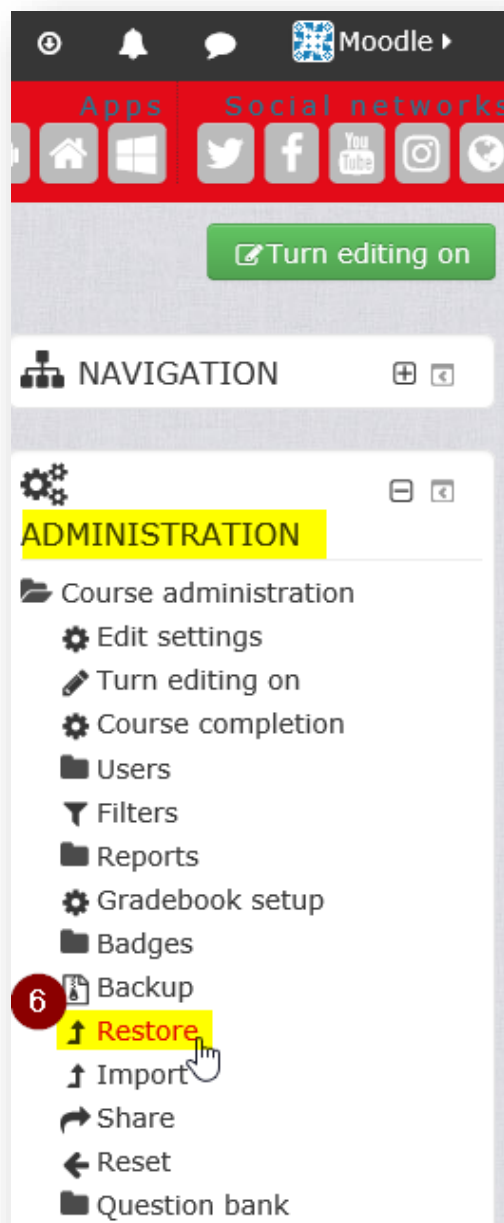
Navigation buttons: Previous, Cancel, Perform backup

SECTION 2: RESTORE TO NEW COURSE

- Once your Backup has been created successfully, navigate to your **new empty course**.



- From the **new course** scroll down to the **Administration block** and click on **Restore**.



SECTION 2: RESTORE TO NEW COURSE

7. Double check that you are in the correct **new course**. Then click on **Restore** in the **User private backup area**.

2020 CMED1CL|M|0 Restore

Restore course

Import a backup file

Files ! [Choose a file...](#) Maximum size for new files: 20MB

You can drag and drop files here to add them.

There are required fields in this form marked !

Course backup area ?

Filename	Time	Size	Download	Restore
Manage backup files				

User private backup area ?

Filename	Time	Size	Download	Restore
backup-moodle2-course-2217-2019cmcd1clm0-20191119-1139-nu.mbz	Tuesday, 19 November 2019, 12:11 PM	46.9MB	Download	Restore

8. **Confirm:** Scroll down and click **Continue** at the bottom of the page.
9. **Destination:** Once again double check that you are in the correct **new course**. Select **Merge the backup course into this course** and then **Continue**.

2020 CMED1CLM0 Computer Literacy

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

Restore into this course

Merge the backup course into this course

Delete the contents of this course and then restore

[Continue](#)

10. **Settings:** Click **Next**.
11. **Schema:** Leave everything at defaults and click **Next**.

2020 CMED1CLM0 Computer Literacy

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

Course settings

Overwrite course configuration

Course name 2020 CMED1CLM0 Computer Literacy

Course short name 2020|CMED1CL|M|0

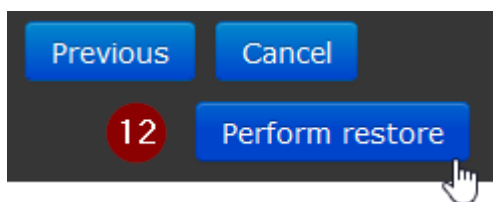
Course start date Thursday, 7 November 2019, 12:00 AM

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

Content	Visible	User data
Welcome to CMED1CL - Computer Literacy <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
CMED1CL Course Outline <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	- No
Multilingual ICT Dictionary <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	- No
Label <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	- No
CMED1CL - 2019 Pre-Test - Marks <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	- No

Previous Cancel **11** Next

12. **Review** your course contents and click on **Perform restore**.

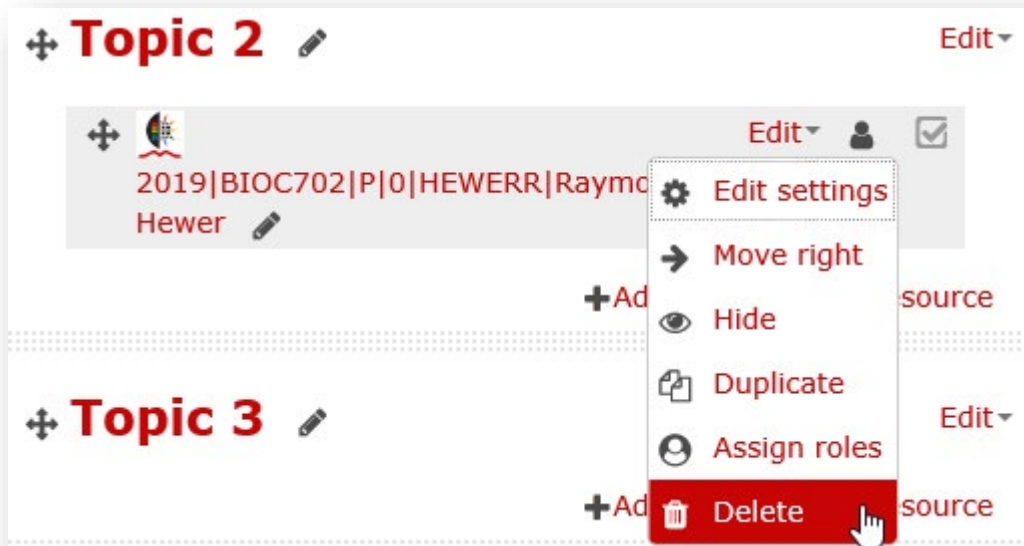


Congratulations – you have successfully restored your course!

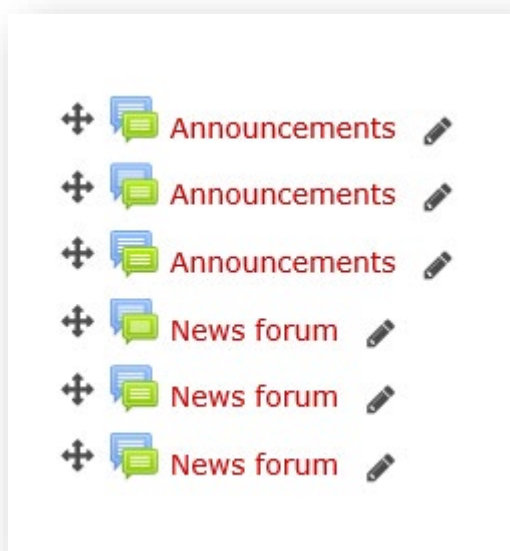
SECTION 3: NEW COURSE CLEAN UP

13. In the freshly restored course, please ensure that you **delete old QPA Questionnaires** if they have mistakenly been restored. They contain the wrong year which means that they will not generate a current QPA Report.

(E.g. There should be **no 2019 QPA Questionnaires in 2020 courses**).



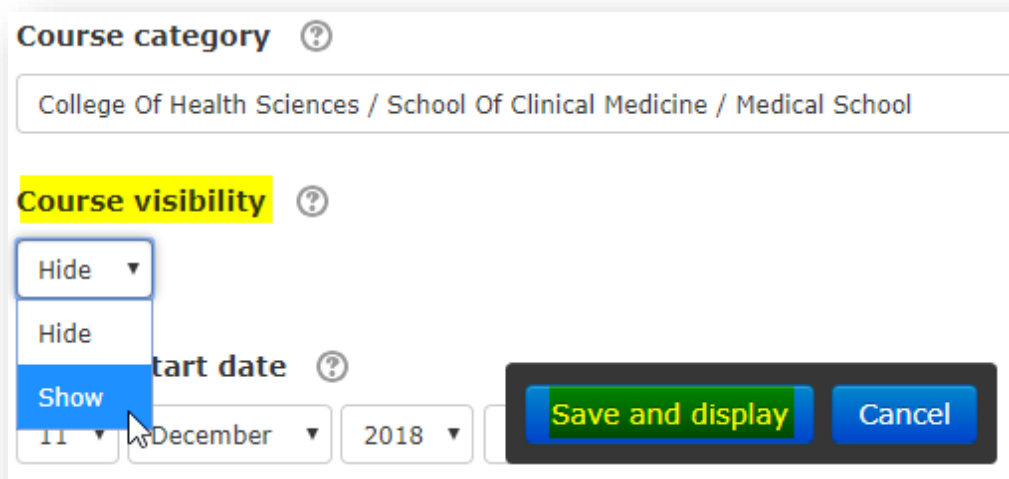
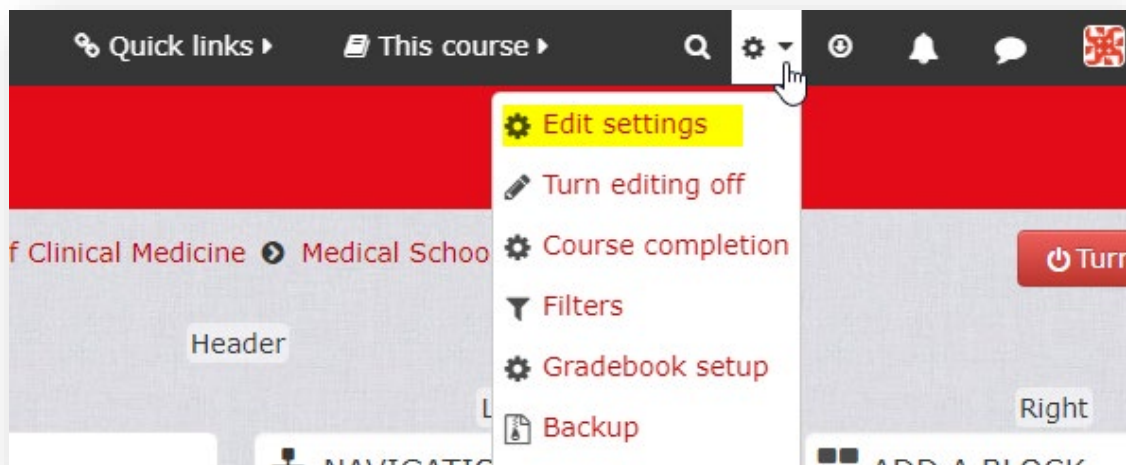
Please also ensure that you only have one Announcements Forum and no News forums in your new course. Delete the duplicates should they exist – there should only be one per course.



14. Lastly, a **very important** step that is often forgotten: Make your course **Visible to Students!**

SECTION 4: MAKE YOUR COURSE VISIBLE TO STUDENTS

Please note: Courses are **hidden from students** by default. You will need to **Edit your Course Settings** to show the course before students can access it.



Best wishes for New Year!