Backup/Restore Courses from the Spr 2010-Sum 2012 Archives into the Current Semester

Why Do This

To save time each time you teach the same course, or to share course design and materials among instructors, you can transfer content from an "old" Cougar Course into a current semester course.

- To move content from the **Spring 2010-Summer 2012 archives to the current academic year**, you need to use the backup and restore process described below.
- To move content from a **previous academic year (Fall 2012 and newer) to your new course**, you need to use the backup and restore process described in the document: Backup and Restore Courses from Previous Year to New Course
- If you are **reusing a course from the same academic year**, for example Fall 2013 to Spring 2014, you should use the Import process described in the document: Importing Courses from the Same Academic Year.

The backup and restore process has three main steps: 1) first **backup** your "old" course, 2) **download and save a copy** of the backup file, then 3) **restore** the backup file into your new Moodle 2.0 course.

Before You Start

Delete unused files -In the backup/restore process, *only files currently linked from your course page will be brought into the new CC.* This is a function of the software design and changes to file handling. Therefore, there is no reason to include unused files in the backup. If you have been using your CC as your file storage area, now is the time to create a zip archive of these unused files and download it to your computer. To do this:

In the Administration block, click the files link. Click the boxes in front of all unused files and scroll to the bottom. Click the *With Chosen files* dropdown and select *Create Zip archive*. Back in the files list, locate and click on the zip file you just created. Select *Save* and save to your computer. Once you have accomplished that, select all the unused files again, scroll to the bottom and select *Delete completely* from the With chosen files dropdown.

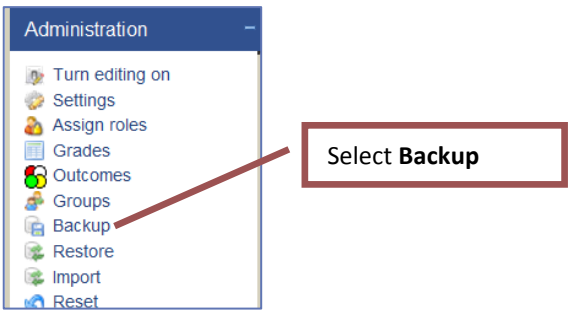
Duplicate links/resources on your course page can also cause problems during the restore. If you have more than one link to the same file or folder on your site, delete one of the links. It is a very quick process to duplicate resources in the new CC, so you can recreate the duplicate quite easily.

Over 400MB Courses or Courses Using Turnitin assignments

Courses larger than 400MB cannot be restored without reducing the course size. Turnitin assignments that are copied from a previous course can cause multiple problems, including the inability to access uploaded student assignments or a "broken" gradebook. If you have Turnitin assignments or need to reduce your course size, please contact Instructional Development Services for special instructions before starting Step 1 below.

Step 1: Create a Backup file of your "old" course

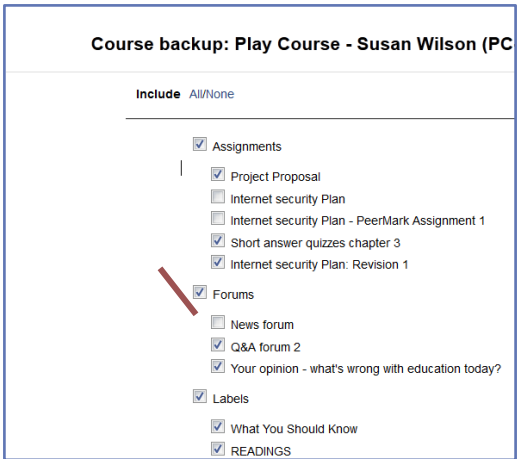
1. Log onto your old course via the archives block on the CC home page.
2. Click on the **Backup** link in the *Administration* block.



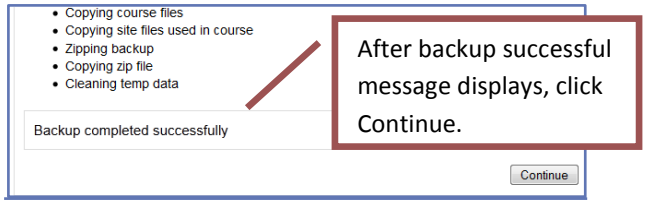
   a. This will open the *Course backup* window. By default everything is selected to backup. Uncheck any items or entire categories you want to exclude from your new course.

b. Uncheck the News forum.

3. Scroll to the bottom of the *Course Backup* screen and click **Continue**.



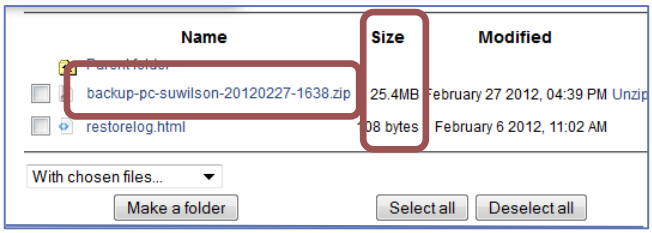
4. Scroll to the bottom of the second *Course Backup* screen. After "Backup completed successfully" message displays, click **Continue.** You will be automatically redirected to your course files folder.



Step 2: Save the backup file to your computer.

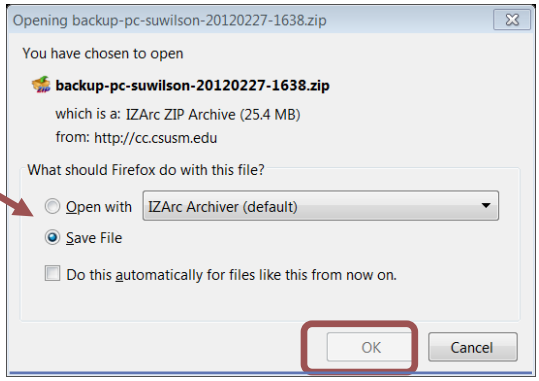
5. In your files folder, click on the **name (not the checkbox)** of your backup file. If you have more than one backup file, use the most recent file.

   a. Verify the file size is not over 400 MB. You will not be able to import a course that is at or over this size. If so, see the Special Instructions.



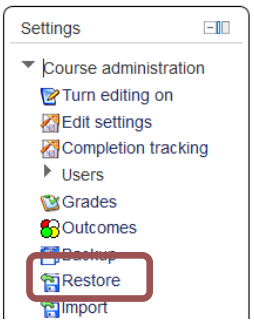
6. In the popup window, select **Save File** and click **OK**. Note the name of your zip file.

   a. Depending on your browser, you will either be prompted to select a location on your computer where the file will be saved, or it will be saved in your downloads.

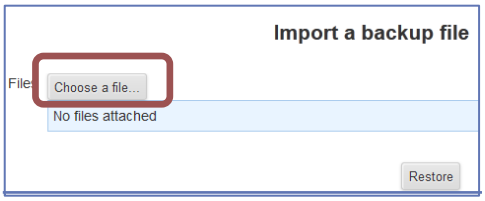


Step 3: Restore the backup file into your new course.

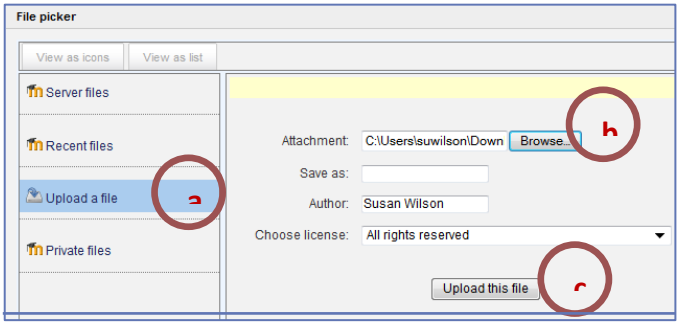
7. Open your new course on cc.csusm.edu.
8. In the *Settings* block, click on **RESTORE**, (not Import).



9. In the Import a backup file window, click on the **Choose a file** button.



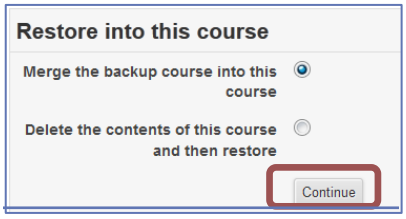
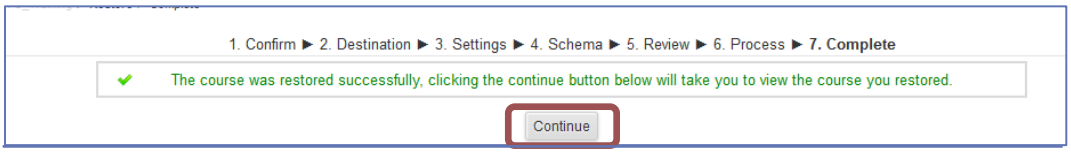
10. In the File picker window:
    a. Select **Upload a file**.
    b. Click the **Browse** button, locate the zipped backup file on your computer and click **Open** button. The name of your zip file will now be in the attachment field.
    c. Click **Upload this file** button.



11. When backup file name appears in Import window, click **Restore** button.

12. In Backup details window, click **Continue** button. Ignore the message: "The selected file is not a standard Moodle….."

13. In Destination window, scroll to *Restore into this course* section. Click **Continue** button.



14. In *Restore settings* page, click **Next** button.
15. In *Schema (Course settings)* page, scroll to bottom and click **Next** button.
16. In *Review* page, scroll to bottom and click **Perform restore** button.
17. After “The course was restored successfully” message appears, click **Continue** button.