

Moodle 3.1 – Backup and Restore

- You can only restore a backup into courses that you are enrolled in as a teacher.
- Be careful when restoring a course – don't select 'Delete the contents of this course and then restore' unless you are certain. Technology Services cannot change the course back to the original.
- To restore into the new Moodle shell, select 'Merge the backup course into this course'.
- You will need to request a new Moodle via the **Courses > Request a course button** located in Moodle.

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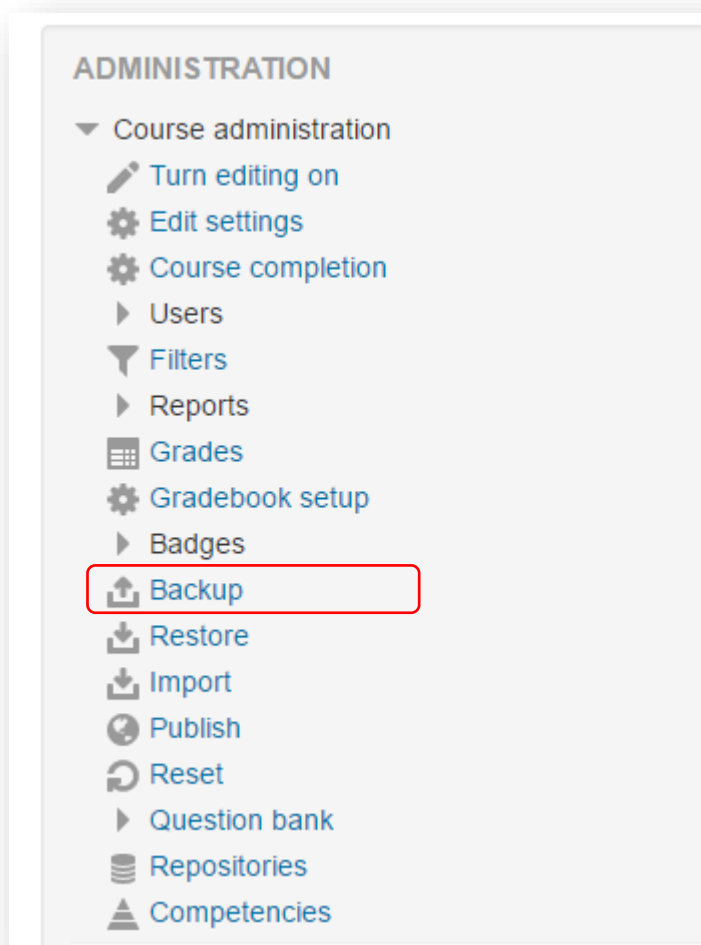
About Backing up: record retention

It is important to remember that student data i.e. Assessments, should not to be stored within Moodle for record retention.

Student data should be backed up securely outside of Moodle by teachers. Refer to the [Record Retention \(student assessment\) Procedure](#) for more information about student records.

Backup your Moodle course

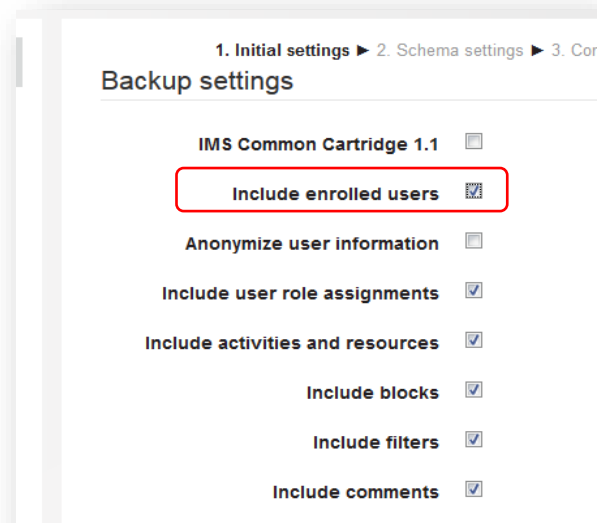
Open the course that is being backed up, under ADMINISTRATION, click on '**Backup**'



In the '**Backup settings - Step 1: Initial settings**' screen, decide if you want to 'Include enrolled users'. This will clear out the student names if you are starting a new course.

Unchecking the 'Include enrolled users' will also automatically uncheck the other options that are related to student data.

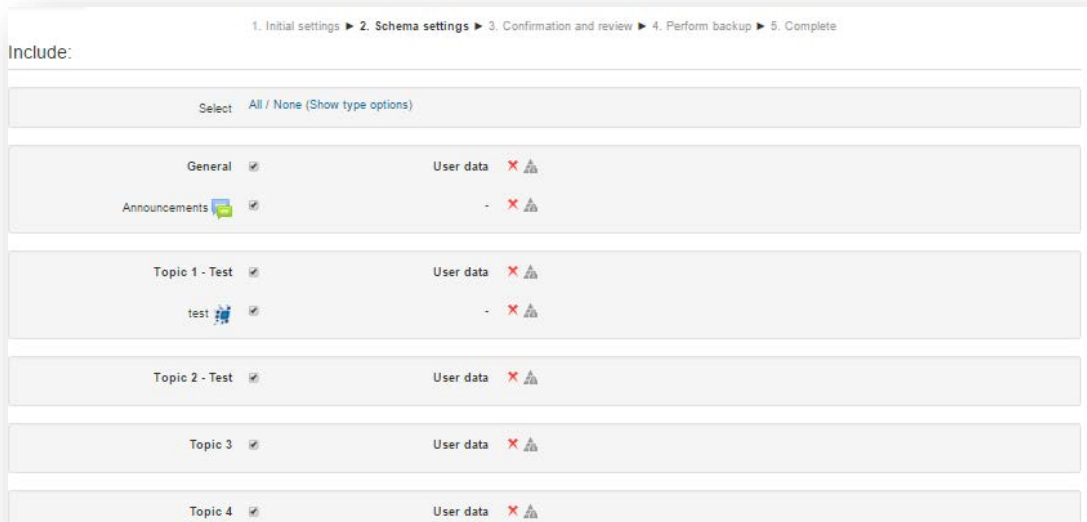
Scroll to the bottom of the page and Click the '**Next**' button in the lower right.



On the **'Include:' page - Step 2: Schema settings' screen**, there is the option to deselect certain items or entire topics from being included in the backup. *You don't have to untick anything here.*

By default, all items will be selected and therefore included in the backup.

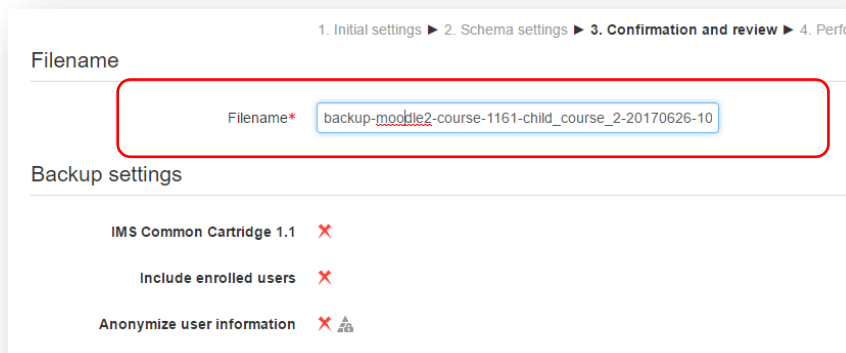
Note - the 'User data' have red **X**'s next to them – this means your student data is not being moved.



The screenshot shows the 'Include:' page in the Moodle backup settings. At the top, a progress bar indicates the steps: 1. Initial settings, 2. Schema settings (current), 3. Confirmation and review, 4. Perform backup, 5. Complete. Below the progress bar, there is a 'Select' dropdown menu with options 'All / None (Show type options)'. The main content area lists various items to be included in the backup, each with a checkbox and a 'User data' status. The items are: General (checked), Announcements (checked), Topic 1 - Test (checked), test (checked), Topic 2 - Test (checked), Topic 3 (checked), and Topic 4 (checked). The 'User data' status for each item is 'User data' with a red 'X' and a small icon, indicating that user data is not being moved.

Scroll to the bottom of the page and select the **'Next' button**.

On the **'Confirmation and review screen'** - record the Filename. You can rename it if you want. These names will appear later in your backup area.



The screenshot shows the 'Confirmation and review' page in the Moodle backup settings. At the top, a progress bar indicates the steps: 1. Initial settings, 2. Schema settings, 3. Confirmation and review (current), 4. Perform backup. Below the progress bar, there is a 'Filename' section with a text input field containing the text 'backup-module2-course-1161-child_course_2-20170626-10'. Below the filename section, there is a 'Backup settings' section with three items: 'IMS Common Cartridge 1.1' (checked), 'Include enrolled users' (checked), and 'Anonymize user information' (checked). Each item has a red 'X' next to it, indicating that the setting is not being applied.

Scroll to the bottom of that page and select the **Perform Backup** button.



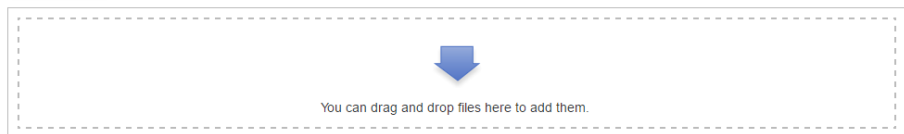
When the backup is complete, a message in green states that your backup file was successfully created. Select **Continue**.

The backup will appear in your 'User private backup area', or 'Course backup area' depending on whether you removed data from your backup or not.

From here, you can restore into your new Moodle 3.1 course.

Import a backup file

Files* Maximum size for new files: 700MB



There are required fields in this form marked *.

Course backup area

Filename	Time	Size	Download	Restore
<input type="button" value="Manage backup files"/>				

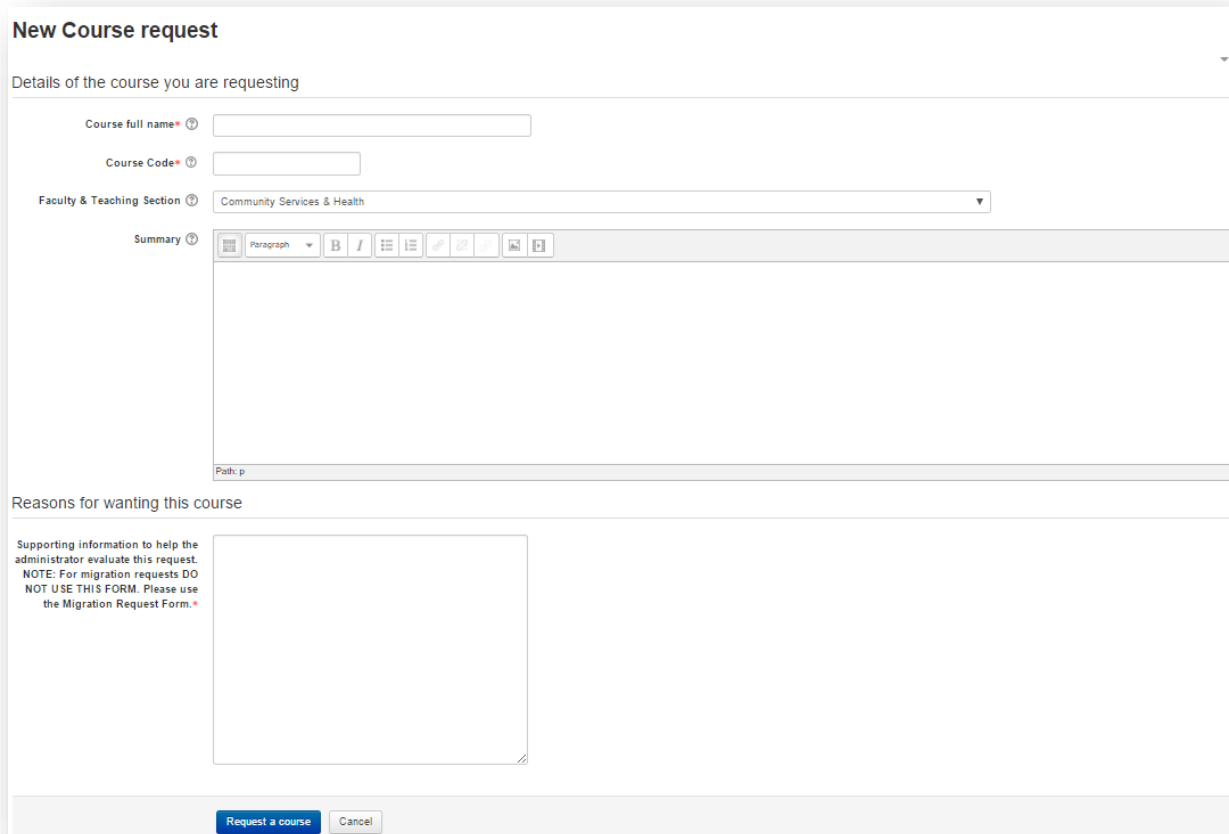
User private backup area

Filename	Time	Size	Download	Restore
<input type="button" value="Manage backup files"/>				
backup-moodle2-course-1161-child_course_2-20170626-1050-nu.mbz	Monday, 26 June 2017, 10:52 AM	6.2KB	Download	Restore
backup-moodle2-course-2-sydney_tafe_-_moodle_3.1-20161129-1358-nu.mbz	Tuesday, 29 November 2016, 1:58 PM	5.1KB	Download	Restore
backup-moodle2-course-126-test_course_request-20161129-1354-nu.mbz	Tuesday, 29 November 2016, 1:54 PM	4.6KB	Download	Restore

Request a new Moodle course

Go to the NAVIGATION panel, click on COURSES. Select 'Request a course' button. Fill out the online form and select the 'Request a course' button. Ensure that you add your Faculty AND teaching section, otherwise it will be a generic choice.

Your request is in a queue and you will receive a system notification when it has been created.

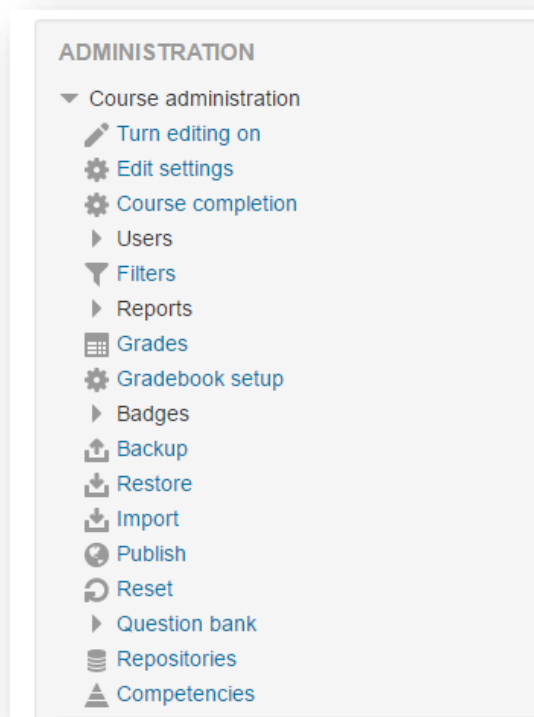


The screenshot shows the 'New Course request' form. It has a title bar 'New Course request' and a section 'Details of the course you are requesting'. This section contains three input fields: 'Course full name' with a red asterisk and a help icon, 'Course Code' with a red asterisk and a help icon, and 'Faculty & Teaching Section' with a dropdown menu currently showing 'Community Services & Health'. Below these is a 'Summary' section with a rich text editor toolbar (Paragraph, Bold, Italic, List, Link, Unlink, Image, Table) and a large text area. At the bottom of the form is a section 'Reasons for wanting this course' with a text area. A note on the left of this section reads: 'Supporting information to help the administrator evaluate this request. NOTE: For migration requests DO NOT USE THIS FORM. Please use the Migration Request Form.' At the very bottom are two buttons: 'Request a course' (blue) and 'Cancel' (grey).

Restore a backup into a new Moodle course

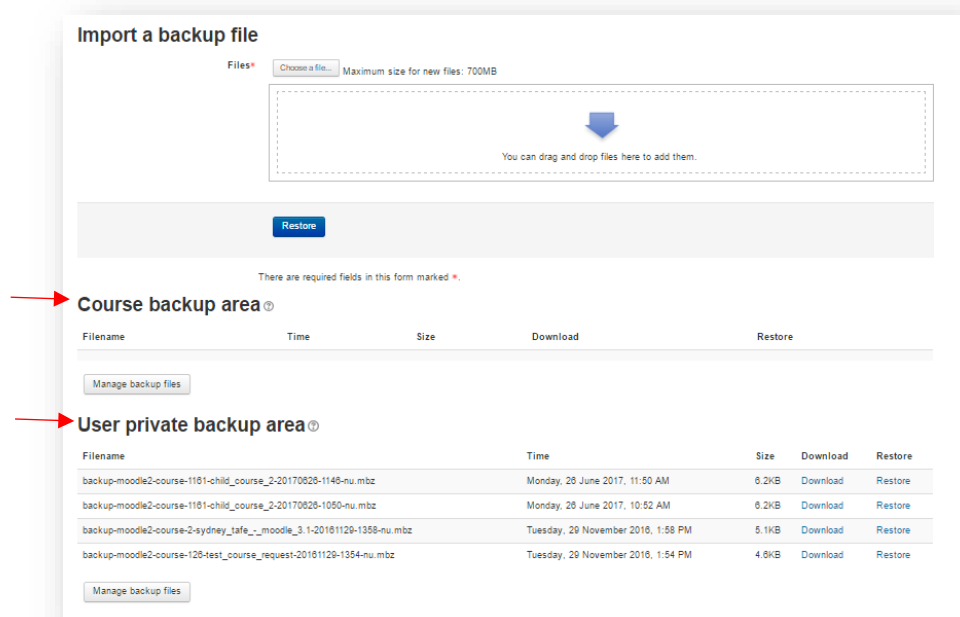
Log into Moodle 3.1 and go to the Moodle course.

Under ADMINISTRATION, click on Restore



If you have removed the student data, or removed any other data from your backup, the backup will be located in the '**User private backup area**'.

If you have left the course 'as is', the backup will be located in the '**Course backup area**'.



Restoring into your Moodle course

Once you select 'restore' from the backup area, ensure you choose the correct action – don't import your backup into someone else's Moodle course as it will wipe their data and it won't be able to be fixed.

The most common restore is to select '**merge the backup course into this course**' as you are restoring to a blank Moodle course that you have requested. Select 'Continue'.

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

Restore into an existing course

Merge the backup course into the existing course ☒

Delete the contents of the existing course and then restore ☐

Select a course

Course Code	Course full name
<input type="radio"/> ZC2017 (UM)	Zacs Full time course (UM)
<input type="radio"/> ZC (UM)	Zac's Test Course (UM)
<input type="radio"/> TEST COURSE REQUEST	TEST COURSE REQUEST
<input type="radio"/> Child Course 2	Another Child Course
<input type="radio"/> Child Course	Child Course
<input type="radio"/> Parent Course	Parent Course
<input type="radio"/> Plugin Test	Plugin Test (UM)
<input type="radio"/> Sandpit	Sandpit
<input type="radio"/> Sydney TAFE - Moodle 3.1	Sydney TAFE - Moodle 3.1

Search

Continue

Select 'Next' and finally 'Perform restore' to finish.

You'll receive the green success information, click on 'continue' to finish.

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.

Continue

Your Moodle course will display with content restored to it.

Housekeeping: User private backup area

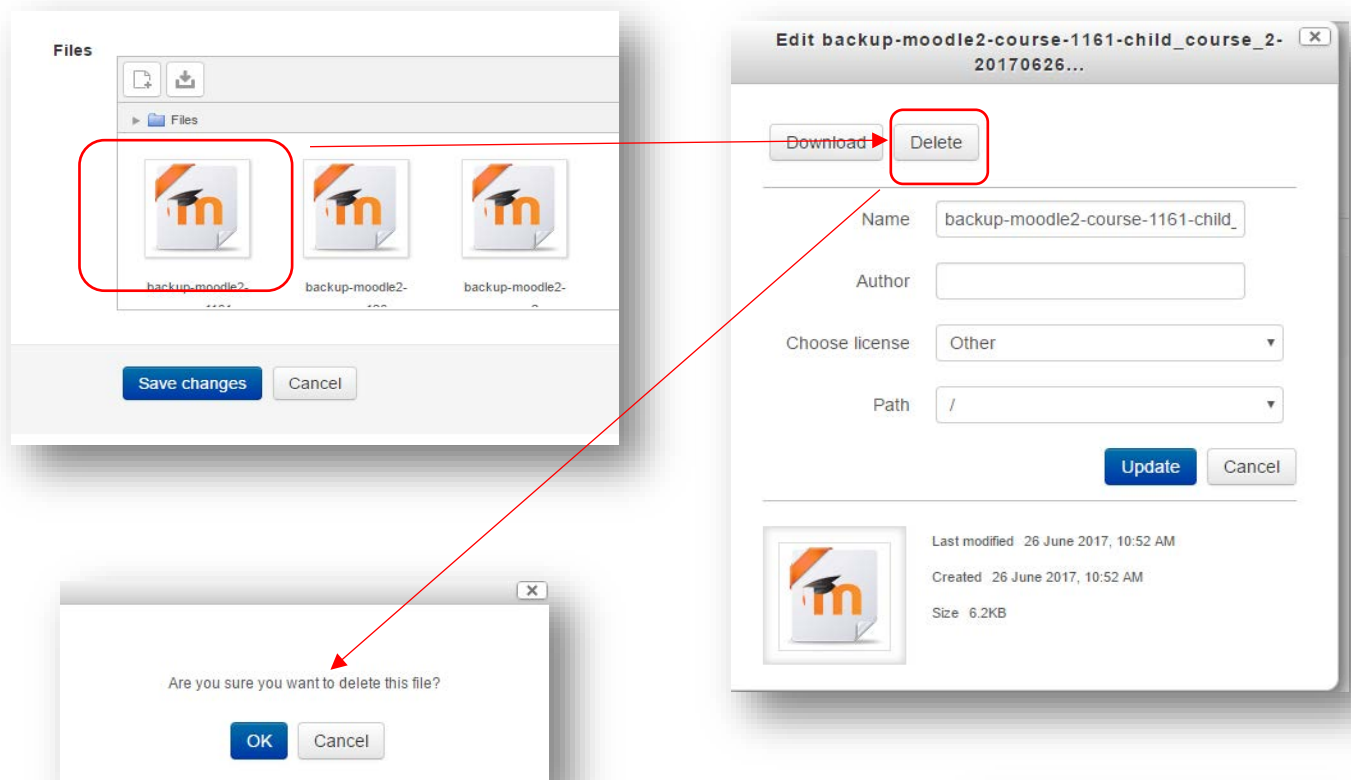
Once you have restored your files, remove the backups from the User private backup area.

Under ADMINISTRATION, select 'Restore'

Under 'User private backup area, click on the button 'Manage backup files'



Click on the backup icon to open to the Delete button.



Once you have finished **SAVE CHANGES** – otherwise, your deletions will still be in the restore area.

