

## How to Backup a Course and Restore or Import to another course

**Reminder: Please make sure to use Mozilla Firefox when in Moodle.**

At the beginning of a semester you will have to “Backup” and “Restore” or “Import” your course from the previous semester to the new blank course if you wish to reuse the content. Follow the steps outlined in this document.

1. Login into [Moodle](#) and go to the course that you want to Backup.
2. Once you are at your course, in the **Administration** block, click **Backup**.
3. Scroll down the page and decide what you want to be backed up. By default the system will backup everything, i.e. quizzes, resources, documents, etc. At the bottom, click **Continue**.
4. You will come to another screen giving you Backup Details, go to the bottom and click **Continue** again.
5. The next screen will go through and tell you everything that it is backing up, once you see Backup completed successfully, click **Continue**.
6. You will be brought to your files area where the backups reside. Click the name of the new backup file (it will include the **short name and date** and end in .zip). You will then get another window asking you what to do with the file. Choose Save File and click OK.  
**Note:** if you are using Firefox it will automatically save it to a folder called “Downloads” in the “My Documents” folder. Move this file to a safe place.
7. Navigate to the new blank course shell that you wish to **Restore or Import** to.

If your old site is still located on production, then you may Import content yourself. This can be done at any time your “NEW” semester course(s) is/are available.

1. Go to the homepage of your *new* site
2. Click Import in the Administration block
3. Select the *old* site (course from the beginning of the list), click Use this course button
4. Select items that you wish to import, click Continue button 3 times. Your content and activities will be imported into the new site. If you find some “doubles” in your course, it is easy to delete them.
5. Make sure all the necessary “blocks” are added to your course...ONLINE – make sure you have “Course Mail – eMail list” installed.
6. Make sure your course is not yet available to students – Administration Block, Settings, under Availability chose – This course is not available to students.
7. Choose **Upload a file** and **Browse**. Navigate to your **My Documents** folder and then open the **Downloads** folder. Find the backup file and double-click it. You will then get back to this screen where you see the file path. Click **Upload this file**.
8. After the file uploads, you will receive a confirmation that it was successful. To the right of the file, click **Restore**.
9. On the next screen click **Yes**.
10. On the next screen with the Restore details, click **Continue**.
11. On the next screen you have to choose from the drop-down menu, **Current course, deleting it first**. Then go to the bottom and click **Continue**.

12. Next, click the **Restore this course now** button. Depending on the size of the course and the content, this process could take up to 5 minutes.  
When the process is complete, click **Continue**.

The restore process is now complete.

Special Notes after course is restored into Production:

- ❖ There may be duplicate blocks on the page after a restore. To clean them up, just make sure to **Turn Editing On** and delete the duplicates.
- ❖ Change course dates if necessary by going to **Settings** in the **Administration** block. We recommend to set the **Start Date** to be the Sunday before classes start so that the dates reflect a typical Sunday – Saturday calendar.
- ❖ Make course **Available to students** also located under **Settings** in the **Administration** block.
- ❖ Always **Save Changes** after making these changes!!