



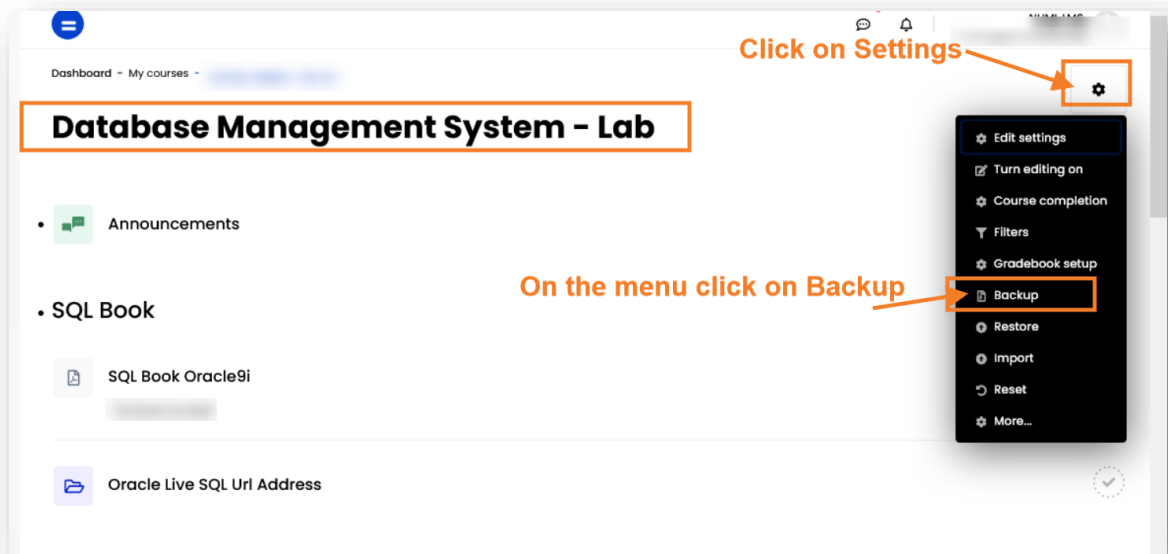
HOW TO BACKUP TEACHING MATERIAL ON LMS

Department of ICT

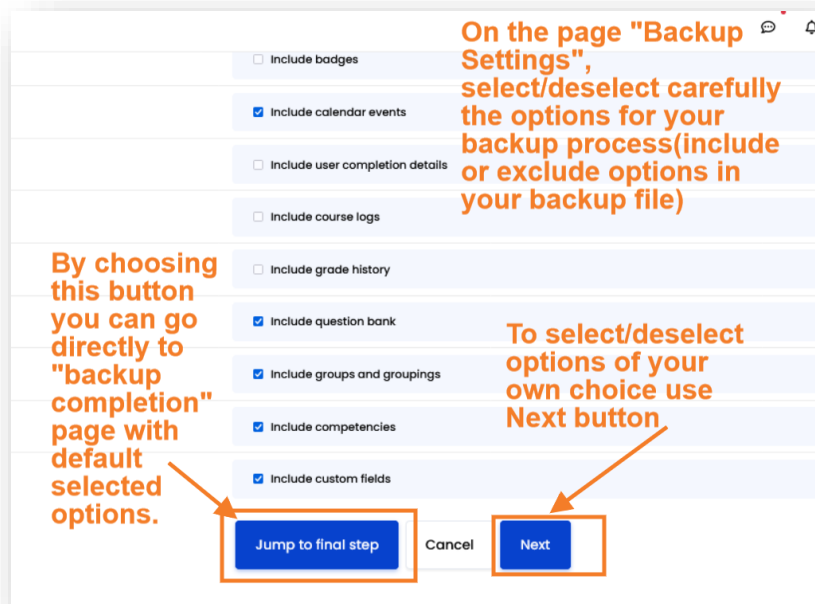


1. Backing up a course

- Go to your Moodle course > Settings icon (to the right of the course title) > Backup.
- Look through the default Initial settings that are checked and check any additional settings that you want to use, then click the Next button



- Uncheck any boxes for items you don't want to include in the backup, such as empty weeks or topics, then click the Next button.





- You can change the name of default backup file name of your own choice, but be careful while changing the name do not change File Extension “.mbz”

Backup course: [blurred] -M

1. Initial settings → 2. Schema settings

Filename

Filename

Backup settings

| | |
|--------------------------|-----|
| IMS Common Cartridge 1.1 | × |
| Include enrolled users | × 🔒 |

You can change Backup File name of your own choice

Do not change the File Extension ".mbz"

- Confirmation and review - Review your Initial settings items, check that everything is as required, then click Perform Backup.

Final Lab User data

Assessment

Activities

Final Lab

Assessment

To start your backup process press this button.

There are required fields in this form marked ▲.

- Depending on the size of your course, the progress bar may take a few minutes to complete your backup.

Dashboard - My courses - MCS2A-DBMS-L-S21-M - Backup

Backup course: MCS2A-DBMS-L-S21-M

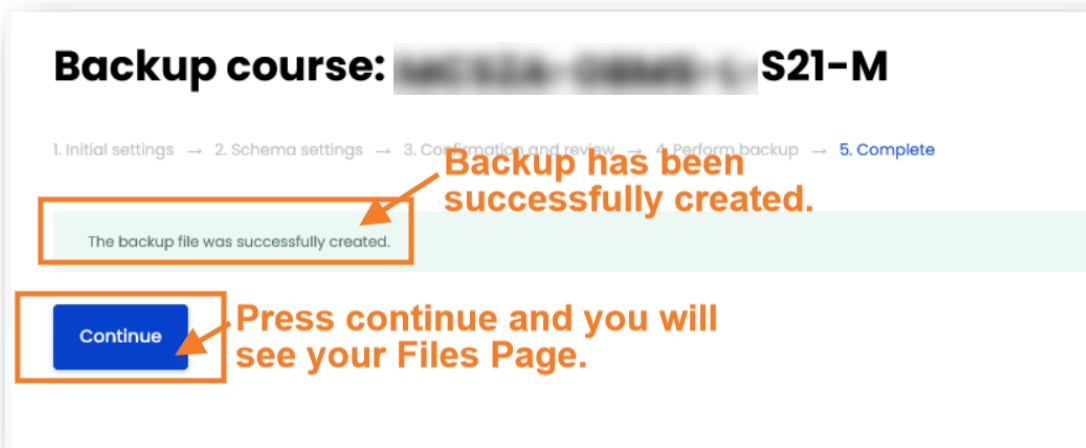
1. Initial settings → 2. Schema settings → 3. Confirmation and review → 4. Perform backup → 5. Complete

This bar shows your Backup completion progress.

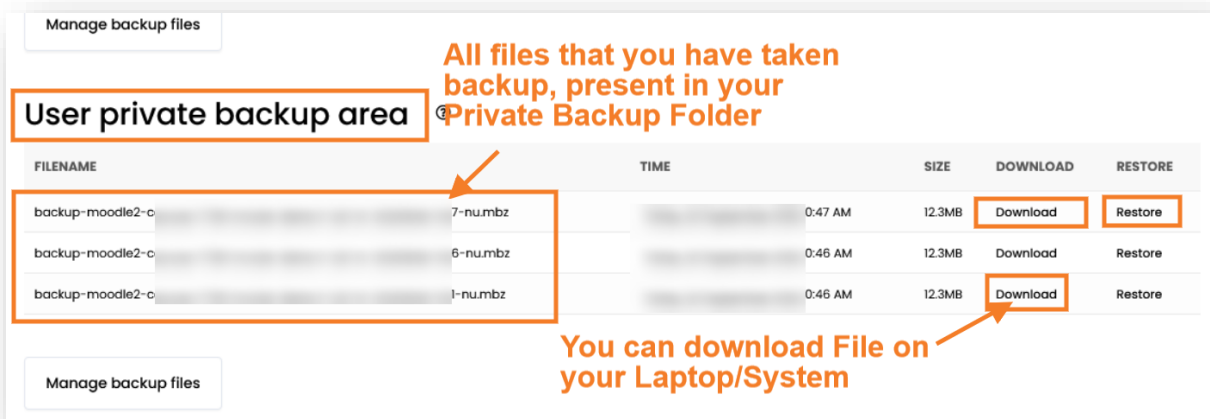
0.17 secs - 82.91%



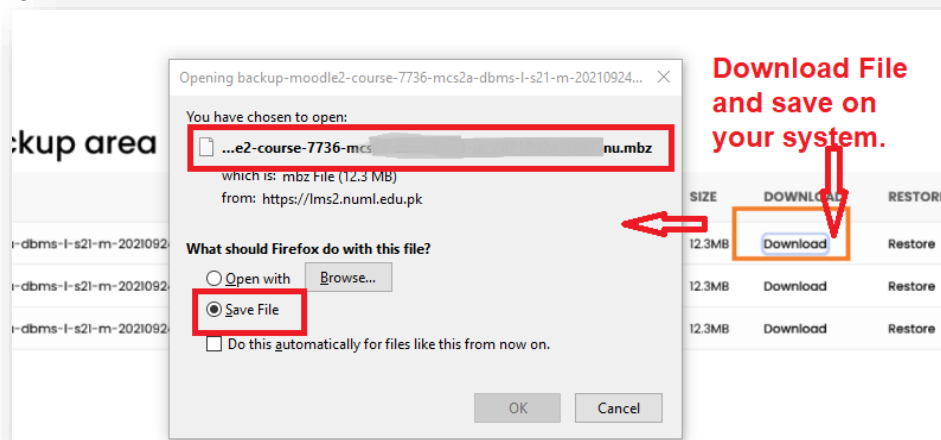
- The message of successful backup will appear and then Click "Continue."



- The final screen that appears is for managing your backup files. The "Course backup area" section will show the downloadable file for the course for which you just created a backup.



- Click download next to the course backup file and save to your local machine or to your Google Drive.



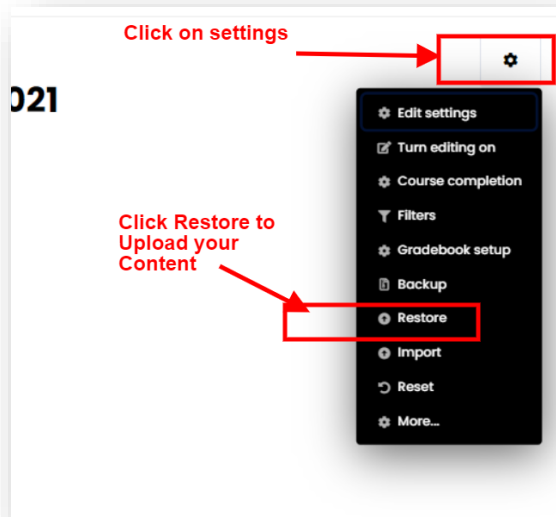
- Previous backup files that you have created can be found by opening the Gear Menu and clicking the "Restore" option.

2. Restoring a Course Backup File to an Empty Course

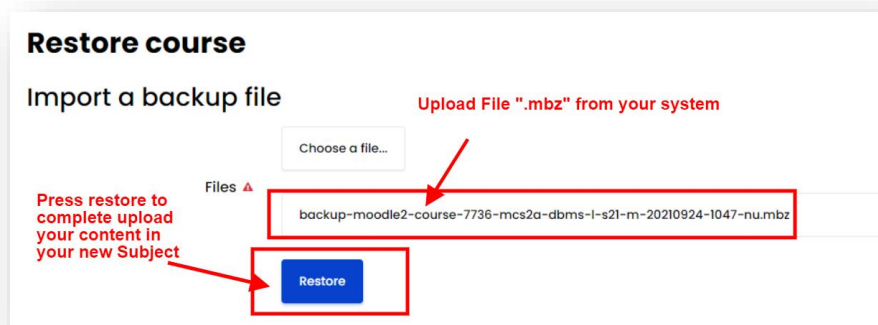
The instructions below are for restoring a course using a previously created backup file. To generate a backup file, follow the instructions in Creating A Course Backup File.

A course backup file (.mbz) may be restored into any of your existing course:

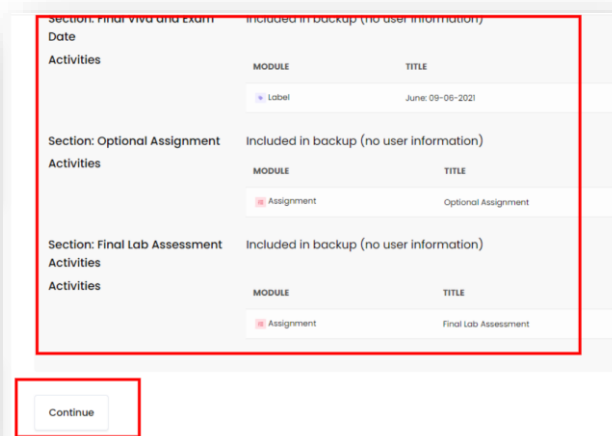
- Go to the main page of your course, click on the settings icon to the right of the course title, and then click Restore (if you have an empty course to restore into).



- Upload the backup file by dragging into the Files box, or choose a file in the Course backup area or User private backup area and click Restore



- Confirm - Check that everything is as required then click the Continue button





- Destination - Choose whether you would like to Restore into existing course, restore into this course, or Restore as a new course. Then click the Continue button at the bottom of the section you choose. Caution - if you have information in your course that you don't want to overwrite, be sure you don't choose the overwrite option.

The screenshot shows a form titled "Restore as a new course". At the top, there is a radio button selected for "Restore as a new course". Below this, it says "Required" and "Select a category". There is a table with two columns: "NAME" and "DESCRIPTION". The first row in the table has "Orientation Session" in the "NAME" column. Below the table, there is a search bar containing "Orientation Session" and a "Search" button. At the bottom of the form is a blue "Continue" button. Red boxes highlight the "Orientation Session" entry in the table, the search bar, and the "Continue" button.

- Settings - Select activities, blocks, filters and possibly other items as required then click the Next button

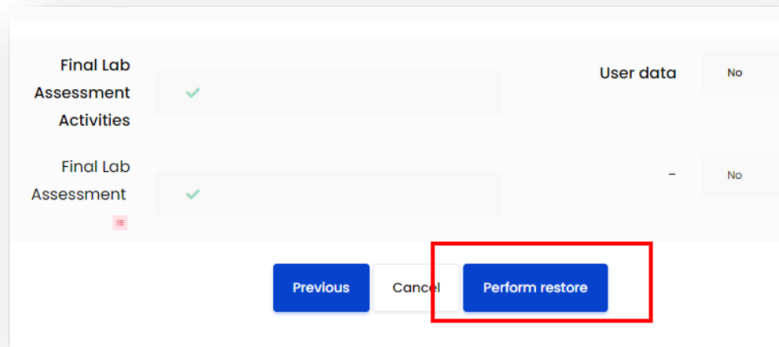
The screenshot shows a settings form with several rows of options. Each row has a label on the left and a control on the right. The options are: "Include badges" (with a red 'x'), "Include calendar events" (with a checked checkbox), "Include user completion details" (with a red 'x'), "Include course logs" (with a red 'x'), "Include grade history" (with a red 'x'), "Include groups and groupings" (with a checked checkbox), "Include competencies" (with a checked checkbox), and "Include custom fields" (with a checked checkbox). At the bottom of the form are "Cancel" and "Next" buttons. Red boxes highlight the "Include calendar events" row, the "Include groups and groupings" row, the "Include competencies" row, and the "Next" button.

- Schema - Select/deselect specific items and amend the course name, short name and start date if necessary then click the Next button

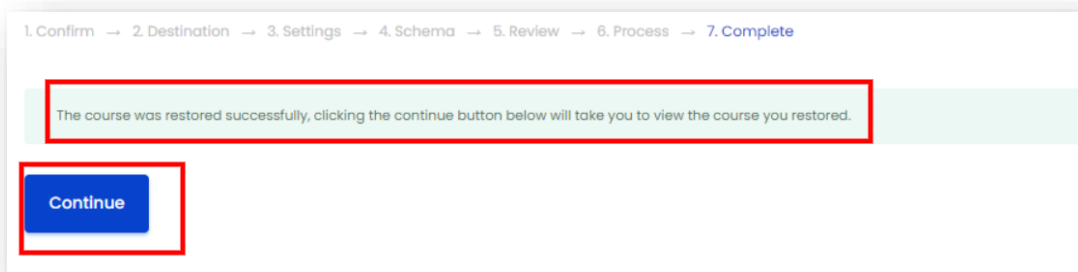
The screenshot shows a "Course settings" form. At the top, there are two input fields: "Course name" with the value "Database Management S" and "Course short name" with the value "MCS S21-M". Below these is a "Course start date" section with dropdown menus for day (1), month (March), year (2021), and time (13:26), along with a calendar icon. Below the date section is a "Select" section with the text "All / None (Show type options)". At the bottom, there is a table with three rows of items, each with a checked checkbox, a name, and a "User data" column with the value "No". The items are "Section 0", "Announcements", and "SQL Book". Red boxes highlight the "Course name" field, the "Course short name" field, the "Course start date" section, and the "Section 0" row in the table.



- Review - Check that everything is as required, using the Previous button if necessary, then click the 'Perform restore' button



- Complete - Click the continue button



All content from your previous subject will be present in your new Subject.

