



Moodle - Backup and Restore Courses

User Manual

Moodle is an e-Service that allows the faculty of AU create personalized learning environments for their courses each semester, where they can upload lectures' materials, create different kinds of assignments, quizzes and other interactive features. This manual will provide you with step-by-step procedures for the "backup and restore courses" feature of this e-Service.

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1. Logging to Moodle

Log in to [Moodle](#) using your username without the domain (example: x.lastname, and **not** x.lastname@ajman.ac.ae) and password.



Ajman University Learning Management System

ⓘ Cookies must be enabled in your browser ⓘ

+971 6 748 2222

f t in @ y s

Already have an account?

	Username
	Password

☐ Remember username

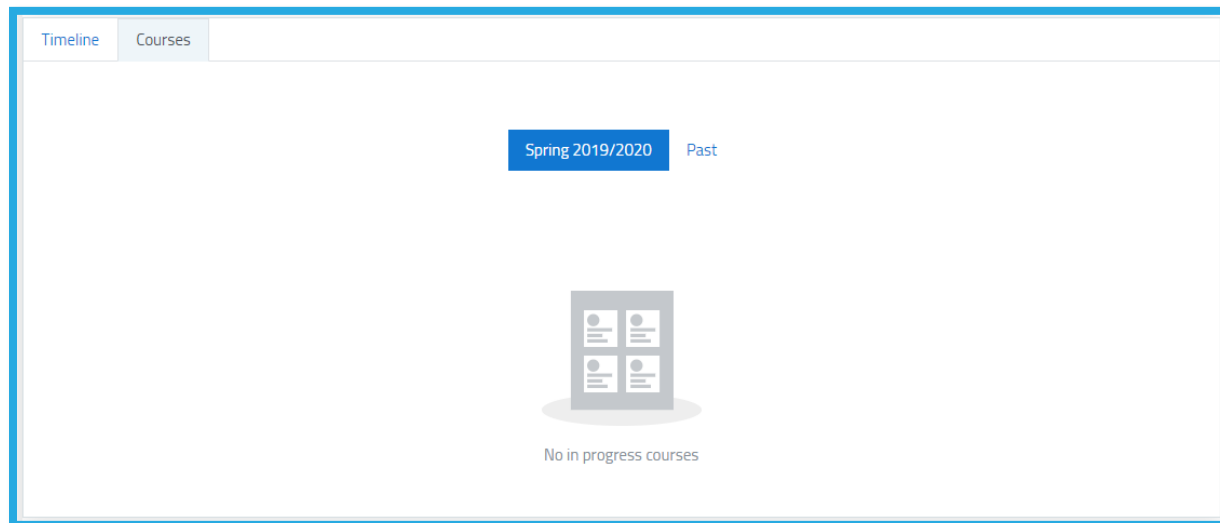
Log in

2. Backing up and restoring courses

At the beginning of each semester, you will need to restore the courses' materials which you have created in previous semesters. In order to do this, you will need first to back up the course from the previous semester and then restore it in the current semester, by following the below steps.

2.1 Backing up courses

- 1- On the Dashboard, scroll down to reach the Timeline and Courses section, as illustrated below:



- 2- Click on **Courses**, then on the **Past** button and choose the course you'd like to backup, as illustrated below:



3- Inside the course, click on the **gear icon**, and then on the **Backup** button, as illustrated below:



- 4- Click on the **Jump to Final Step** button to perform the backup. Otherwise, if you wish to edit the different parts to be included or excluded, click on the **Next** button, as illustrated below:

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

Backup settings

	<input type="checkbox"/>	IMS Common Cartridge 1.1
Include enrolled users	<input type="checkbox"/>	
Anonymize user information	<input type="checkbox"/>	
Include user role assignments	<input 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
Include badges	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	Include calendar events
Include user completion details	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	Include course logs
Include grade history	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	Include question bank
Include groups and groupings	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	Include competencies

[Jump to final step](#) [Cancel](#) [Next](#)

- 5- If you chose to edit the different parts of the course before backing it up by clicking on the **Next** button (as illustrated in the previous figure), then the below page will appear for you, select/deselect the activities as needed and click on the **Next** button again, then click on the **Perform backup** button. The below two figures illustrate the steps.

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

Include:


Select
[All](#) / [None](#) (Show type options)

<input checked="" type="checkbox"/> General	User data	✖	🔒
<input checked="" type="checkbox"/> Announcements 📢	-	✖	🔒
<input checked="" type="checkbox"/> Course Evaluation 🗳️	-	✖	🔒

[Previous](#) [Cancel](#) [Next](#)

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



Filename

Filename  backup-moodle2-course-5349-pra462_201810-2021

Backup settings

IMS Common Cartridge 1.1	✗	
Include enrolled users	✗	🔒
Anonymize user information	✗	🔒
Include user role assignments	✗	👤
Include activities and resources	✓	
Include blocks	✓	
Include filters	✓	
Include comments	✗	🔒
Include badges	✗	👤
Include calendar events	✓	
Include user completion details	✗	👤
Include course logs	✗	🔒
Include grade history	✗	👤
Include question bank	✓	
Include groups and groupings	✗	👤
Include competencies	✓	

Included items:

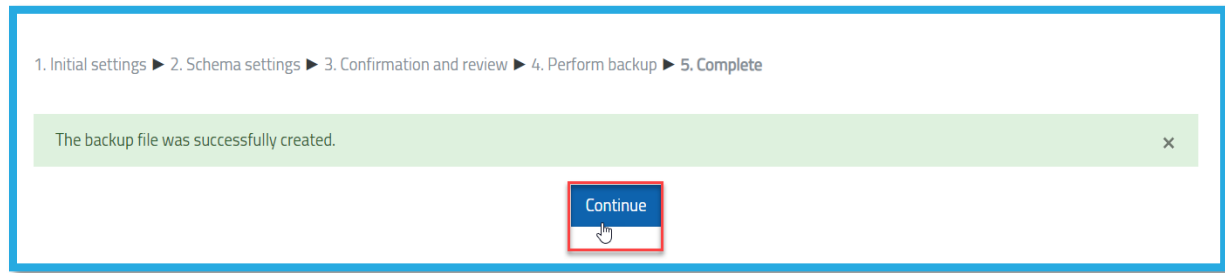
General	✓	User data	✗	🔒
Announcements 	✓	-	✗	🔒
Course Evaluation 	✓	-	✗	🔒

Previous

Cancel

Perform backup

6- Click on the **Continue** button, as illustrated below:



Note: Once you complete the above steps, the page illustrated below will appear for you, please ignore it as there's nothing else needed from you to complete the course backup.

Restore course

Dashboard > My courses > Training in Public Relations and Advertising > Restore

Import a backup file

Files ⓘ

Choose a file... Maximum size for new files: 100MB

You can drag and drop files here to add them.

[Restore](#)

There are required fields in this form marked ⓘ.

Course backup area ⓘ

Filename	Time	Size	Download	Restore
Manage backup files				

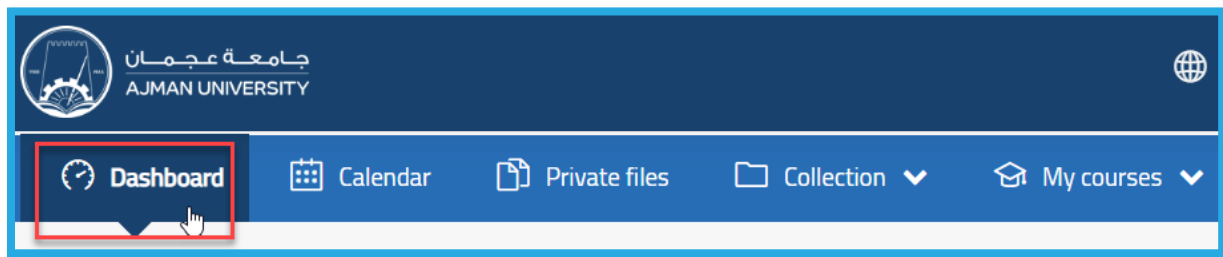
User private backup area ⓘ

Filename	Time	Size	Download	Restore
backup-moodle2-course-5349-pra462_201810-20200107-1047-nu.mbz	Tuesday, 7 January 2020, 10:47 AM	5.6KB	Download	Restore
backup-moodle2-course-5349-pra462_201810-20200107-1046-nu.mbz	Tuesday, 7 January 2020, 10:46 AM	5.6KB	Download	Restore
backup-moodle2-course-5341-pra259_201810-20200107-1034-nu.mbz	Tuesday, 7 January 2020, 10:34 AM	13.6MB	Download	Restore
backup-moodle2-course-9476-des310_201830-20190917-1305-nu.mbz	Tuesday, 17 September 2019, 1:05 PM	1.3MB	Download	Restore
backup-moodle2-course-6742-pra264_201820-20190917-1249-nu.mbz	Tuesday, 17 September 2019, 12:49 PM	18.3MB	Download	Restore
backup-moodle2-course-5341-pra259_201810-20190121-1529-nu.mbz	Monday, 21 January 2019, 3:30 PM	13.6MB	Download	Restore

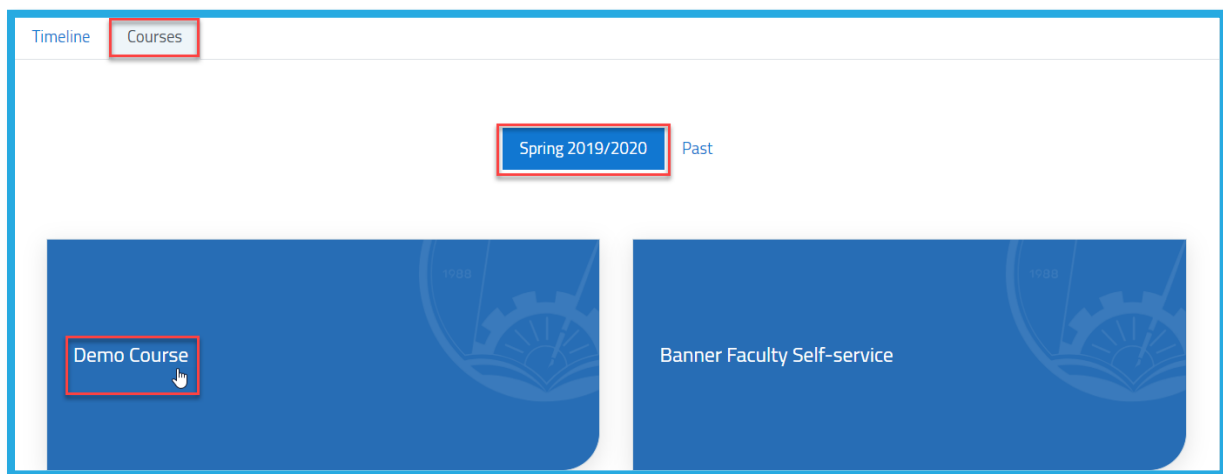
[Manage backup files](#)

2.2 Restoring courses

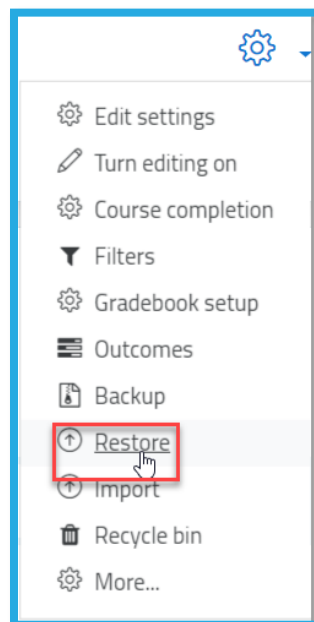
1- Click on the **Dashboard** button, as illustrated below:



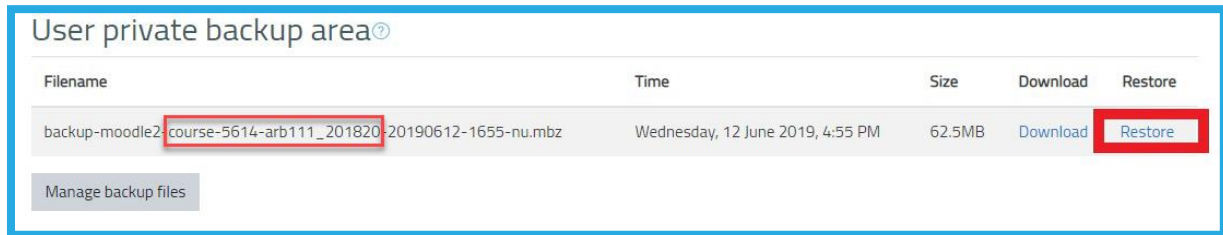
2- Click on **Courses** and choose the course you'd like to restore the materials in, which is available under the current semester section, as illustrated below:



3- Inside the course, click on the **gear icon**, and then on the **Restore** button, as illustrated below:



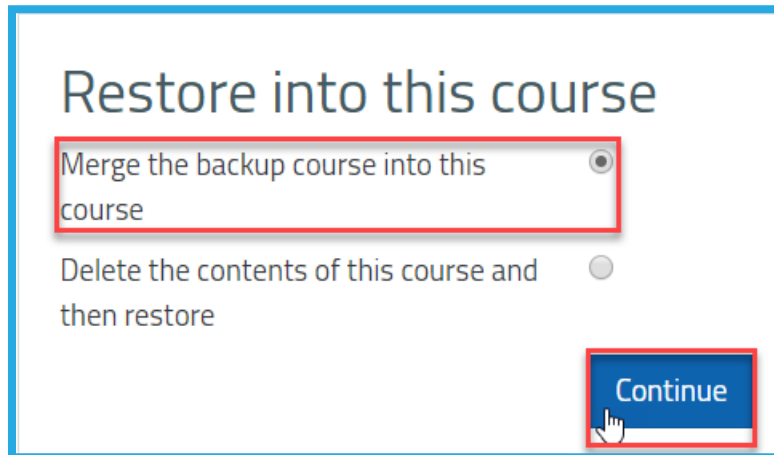
- 4- Under “User private backup area” section, choose the course you’d like to restore by clicking on the **Restore** button, as illustrated below. Noting that the file name based on the course name and semester.



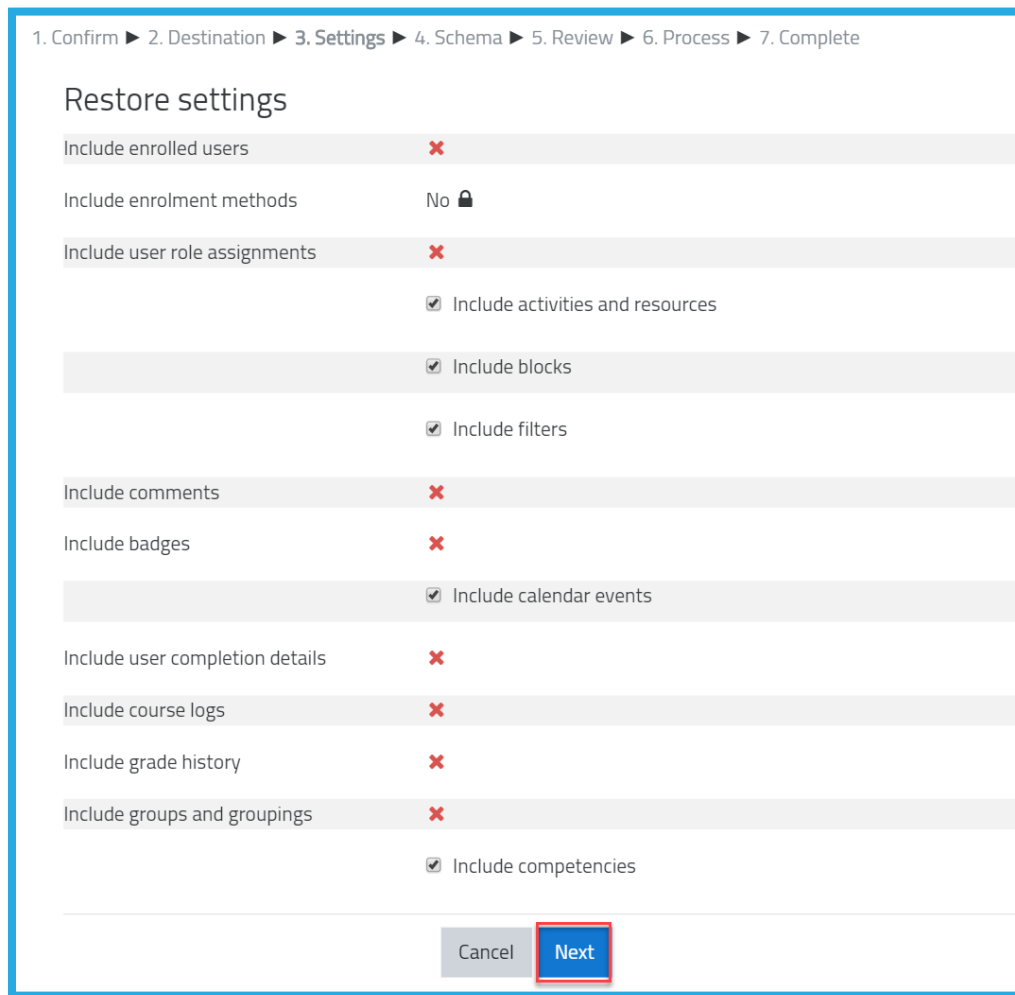
- 5- A page with all details to be included will appear for you. Scroll down and click on the **Continue** button, as illustrated below:



- 6- Under the “Restore into This Course” section, make sure that the “Merge the backup course into this course” is selected and click on the **Continue** button again, as illustrated below:



7- In the “Restore Settings” page, click the **Next** button, as illustrated below:

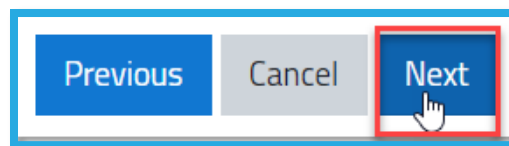


1. Confirm ► 2. Destination ► 3. Settings ► 4. Schema ► 5. Review ► 6. Process ► 7. Complete

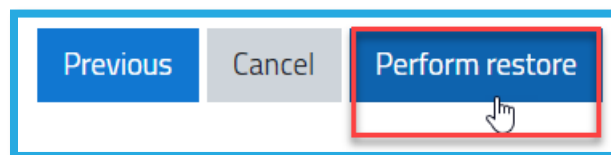
Restore settings

Include enrolled users	✗
Include enrolment methods	No 🔒
Include user role assignments	✗
<input checked="" type="checkbox"/> Include activities and resources	
<input checked="" type="checkbox"/> Include blocks	
<input checked="" type="checkbox"/> Include filters	
Include comments	✗
Include badges	✗
<input checked="" type="checkbox"/> Include calendar events	
Include user completion details	✗
Include course logs	✗
Include grade history	✗
Include groups and groupings	✗
<input checked="" type="checkbox"/> Include competencies	

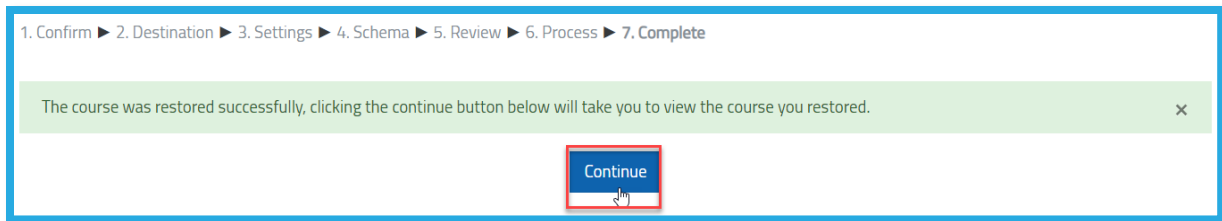
8- Click on the **Next** button again, as illustrated below:



9- Lastly, click the **Perform Restore** button, as illustrated below:



10- Once the course is restored, you will receive the below notification. Click on the **Continue** button, as illustrated:



Note: After restoring the content of a course, hide content and items, and change the assignments and quizzes dates and time as needed.