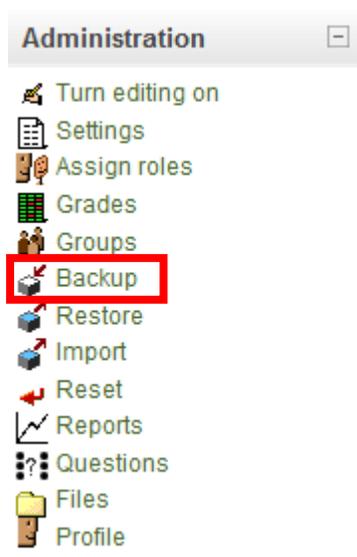


# myCourses – Backup/Restore

This document will go over how to back up your course in the old version of myCourses and restore it to the new version.

- Login to the old version of myCourses and navigate to the course you'd like to back up
- On the left hand side of the screen, under Administration, click **Backup**.



- On this screen you will see all the activities and assignments that are in your course. By default everything is checked as well as the user data. You DO NOT, however, want to backup the user data, so on the right at the top, you'll need to click **None** to deselect the student data. (User data consists of student uploads, forum posts, etc.)

Include All/None

All/None

Assignments

User Data

Instructions for Assignment 1; Study Guide/Terms regarding the Vocabulary of Art  User Data

Chapter 20/21\_PowerPoint Identification

User Data

- Scroll down to the bottom of the page and make sure that “Users” is set to **None**, and “User Files” is set to **No**. Everything else can be left as is. Click Continue.

---

**Users**  ▾

**Logs**  ▾

**User Files**  ▾

**Course files**  ▾

**Site files used in this course**  ▾

**Grade histories**  ▾

---

- The next screen is where the backup is taking place, now depending on the amount of data you have in your course, it could take a few minutes to complete so please be patient if it takes a few minutes. Once it has completed, click Continue.

**Name:** backup-art\_1441.25\_fall\_2012-20121128-1535.zip

- Creating temporary structures
- Deleting old data
- Creating XML file
  - Writing header
  - Writing general info
  - Writing course data
    - Course info
    - Blocks
    - Sections
  - Writing users info
  - Writing categories and questions
  - .....
  - Writing scales info
  - Writing groups info
  - Writing groupings info
  - Writing groupings-groups info
  - Writing events info
  - Writing gradebook info
  - Writing modules info
    - Assignments
    - Forums
    - Quizzes
    - Resources
  - Course format data
- Copying course files
- Copying site files used in course
- Zipping backup
- Copying zip file
- Cleaning temp data

Backup completed successfully

[Continue](#)

- On the next screen, you will see the backup file under the Files, backupdata folder. Click the backup file and choose to save it to your computer. (Depending on the size of the file and your internet connection, this could take a few minutes to finish downloading. If you're on campus, it should not take very long to download.)

	Action	Name	Size	Modified
	Parent folder			
Unzip List Restore Rename	<input type="checkbox"/>	backup-art_1441.25_fall_2012-20121128-1535.zip	329.3MB	28 November 2012, 03:36 PM
Edit Rename	<input type="checkbox"/>	restorelog.html	108 bytes	6 August 2012, 10:40 AM

With chosen files...

Make a folder      Select all      Deselect all      Upload a file

- Now that you've save the backup file to your computer, log in to the new version of myCourses and then into the course you would like to restore the backup to. To avoid any file size errors, click **Edit settings** in the Settings block to increase the maximum file upload size

## SETTINGS

### Course administration

Turn editing on

**Edit settings**

Users

Unenrol me from  
Restore Course

Filters

Grades

Outcomes

Backup

Restore

Import

Publish

Reset

Question bank

- Scroll down and change the **Maximum upload size** to 350MB. Scroll down and click **Save changes**

Show gradebook to students Yes ▾

Show activity reports No ▾

**Maximum upload size 350MB ▾**

- In the Settings block, click **Restore**

SETTINGS 

▼ Course administration

 Turn editing on

 Edit settings

▶ Users

 Unenrol me from  
Restore Course

 Filters

 Grades

 Outcomes

 Backup

 **Restore**

 Import

 Publish

 Reset

▶ Question bank

- Click the “Choose a file...” button.

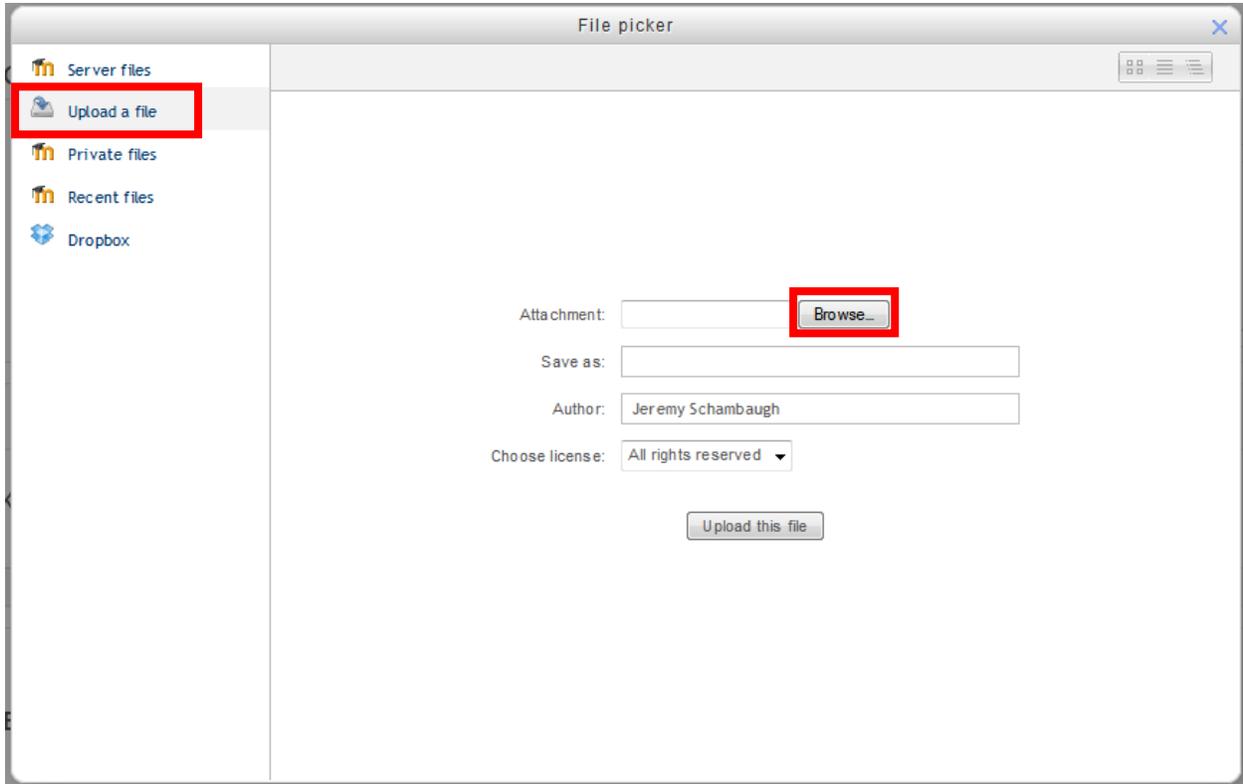
IMPORT A BACKUP FILE

Files

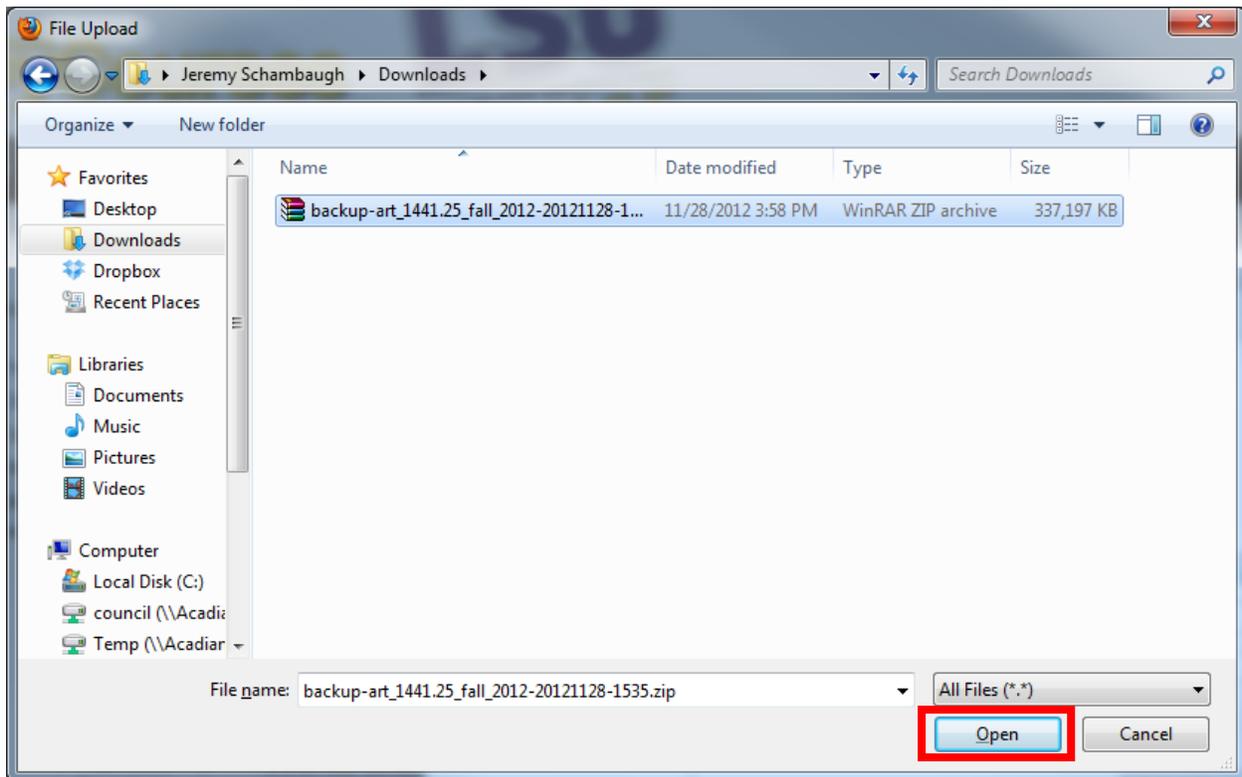


You can drag and drop files here to add them.

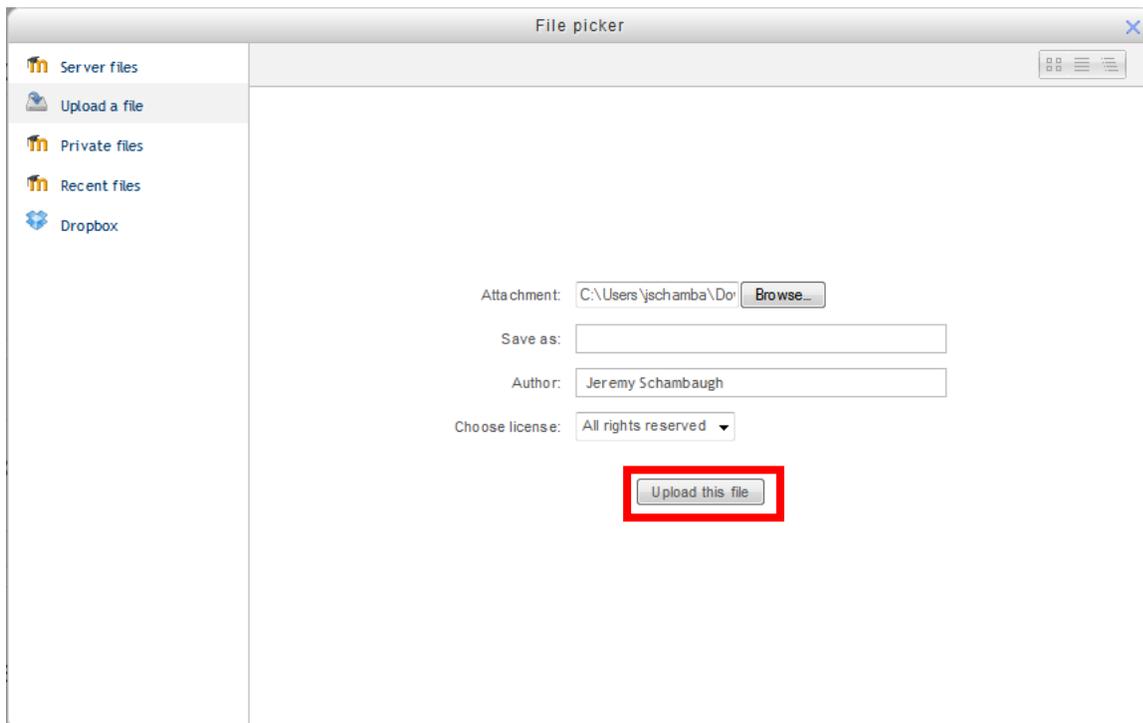
- In the File Picker dialog box, make sure that “Upload a file” is selected on the left side and choose the browse button in the middle of the box to browse for the backup you downloaded to your computer.



- Browse to the location that you saved your file, choose the file, and click the **Open** button.



- Click the **Upload this file** button. (Depending on the size of the file and your internet connection, this could take a few minutes to finish downloading. If you're on campus, it should not take very long to download.)



- You'll see that the file has now been placed in the white box area, click the **Restore** button

#### IMPORT A BACKUP FILE

Files

backup-art\_1441.25\_fall\_2012-20121128-1535.zip

- Click the **Continue** button on this screen

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

#### Backup details

The selected file is not a standard Moodle backup file. The restore process will try to convert the backup file into the standard format and then restore it.

Format Moodle 1

Type Course

- Scroll down to the middle of the page, under “Restore into this course” and select the “Merge the backup course into this course” radio button and click continue. DO NOT RESTORE AS A NEW COURSE OR INTO AN EXISTING COURSE.

#### Restore into this course

Merge the backup course into this course

Delete the contents of this course and then restore

- Leave all these settings as is and click the **Next** button

**Restore settings**

- Include enrolled users
- Include user role assignments
- Include activities
- Include blocks
- Include filters
- Include comments
- Include calendar events
- Include user completion details
- Include course logs
- Include grade history

- Leave all these settings as is and click the **Next** button (May need to scroll down)

<b>Section 1</b> <input checked="" type="checkbox"/>	User data	No
"Meet Your Classmates" <input checked="" type="checkbox"/>	-	No
Instructions for Assignment 1; Study Guide/Terms regarding the Vocabulary of Art <input checked="" type="checkbox"/>	-	No
Terminology/Vocabulary Assignment 1 <input checked="" type="checkbox"/>	-	No
<b>Section 2</b> <input checked="" type="checkbox"/>	User data	No
Pre-Exam Art 1441.25 <input checked="" type="checkbox"/>	-	No

- The next screen is for review which will show you all the content that will be restore, once you've verified, click the **Perform restore** button (May need to scroll down)

<b>Section 1</b> <input checked="" type="checkbox"/>	User data	No
"Meet Your Classmates" <input checked="" type="checkbox"/>	-	No
Instructions for Assignment 1; Study Guide/Terms regarding the Vocabulary of Art <input checked="" type="checkbox"/>	-	No
Terminology/Vocabulary Assignment 1 <input checked="" type="checkbox"/>	-	No
<b>Section 2</b> <input checked="" type="checkbox"/>	User data	No
Pre-Exam Art 1441.25 <input checked="" type="checkbox"/>	-	No

- Once you click the **Perform restore**, the restore has begun to take place. Depending on the size of your backup this could take a few minutes to complete. Be patient while the restore takes place. Once completed you will be given a message that the restore is complete. Click the **Continue** button and you will be taken into your newly restored course.