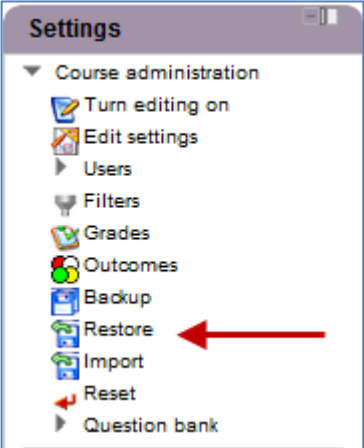




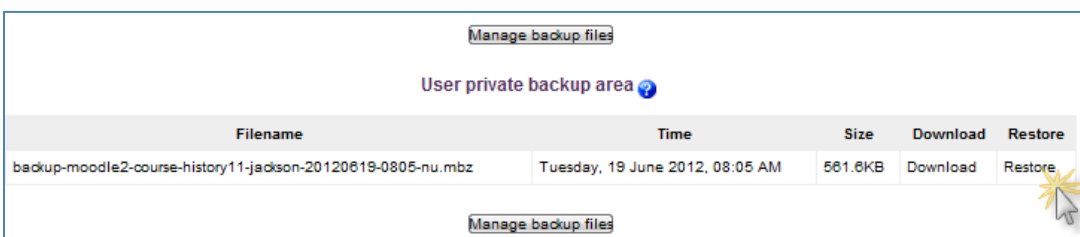
## LATTC Faculty Technology Training Tutorial

### Moodle 2 – Back-up and Restore Routines

The logo for LATTC (Los Angeles Trade-TECH) A Community College, featuring the text "LATTC" in large letters and "using Moodle 2.0" below it, with a small "eClassroom" icon to the right.	<p>This tutorial begins with the instructor already logged into Moodle. <a href="http://moodle.lattc.edu">http://moodle.lattc.edu</a> Faculty login = same as email login.</p> <p>Once an instructor has content completed in one area of Moodle, a copy of that content can be backed-up and then restored into a new shell for a new term. This tutorial provides directions for performing both routines. If only a back-up is desired, it can be done with or without user data. An instructor should perform a back-up and save it with user data after submitting final grades for a term. This back-up file can be downloaded and saved until such time as needed for a grade challenge.</p>
<p><b>Step 1 – Perform the Back-Up</b></p> A screenshot of the Moodle Settings menu. The "Backup" option is highlighted with a red arrow pointing to it from the right. Other options include Turn editing off, Edit settings, Completion tracking, Users, Filters, Grades, Outcomes, Restore, and Import.	<p>Go into the course where you want to perform the back-up. Write down the number of weeks/topics you have in the course. You must have at least this many in the new course before you perform the restore. If not, the content will not appear the way you want it. If you have more weeks/topics in the back-up course, then change the settings in the new course before performing the restore.</p> <p>Locate the Course Administration Settings and click the word BACK-UP.</p>
<p><b>Uncheck any items you don't want in the back-up file</b></p>	<p>The next screen provides you a long list of the individual labels, resources, and activities you can include in the back-up file. You can leave everything checked if you don't want to exclude anything specific. If you want to exclude an item, just uncheck it.</p>

	<p>Click on the NEXT button.</p>
<p><b>Confirm content – optional change name of file</b></p>	<p>The next screen allows you to change the name of the output file and provides a visual of what you will/will not have in the back-up file.</p> <p>Confirm by clicking the PERFORM BACKUP button.</p> <p>If you find errors, click the PREVIOUS or CANCEL buttons.</p>
	<p>When the back-up is finished, you can click the NEXT button and you will be taken to your back-up files area. You can then download the file and save it or go to the area where you want to put a copy of that course content.</p> <p>This tutorial will go to the next step or putting a copy into a waiting new term shell.</p>
<p><b>Step 2 – Perform the Restore</b></p>	<p>Go into the new Moodle shell where you want a copy of the content to now reside. If content already exists, you can remove and replace it with a single command. If you want to add content to what already exists, you can select that option in one of the steps. If you want to add only all but a few items, you can select which items in the back-up file you don't want to add.</p>
 <p>The screenshot shows the 'Settings' window for a course. The 'Course administration' section is expanded, showing options like 'Turn editing on', 'Edit settings', 'Users', 'Filters', 'Grades', 'Outcomes', 'Backup', 'Restore', 'Import', 'Reset', and 'Question bank'. A red arrow points to the 'Restore' option.</p>	<p>Locate the course settings file.</p> <p><b><i>If you have fewer weeks in the new course shell</i></b> than you had in the back-up course shell, make that change first. Click on Edit Settings and change the weeks/topics to match the number in the course you backed-up.</p> <p><b><i>If you have FEWER weeks in the back-up than in the restore shell</i></b>, you won't have any problems and can perform this step after the restore.</p> <p>Click on the word RESTORE to initiate the routine.</p>

**Locate the Back-Up File in the Private Backup Area**



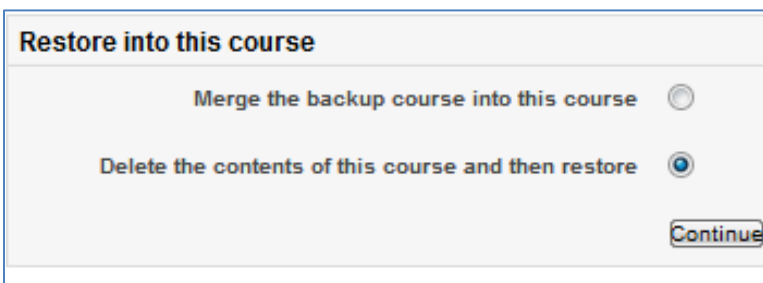
Click on the word RESTORE for the back-up file you want to store.  
Click on the work DOWNLOAD if you want to just download the file and save it locally.

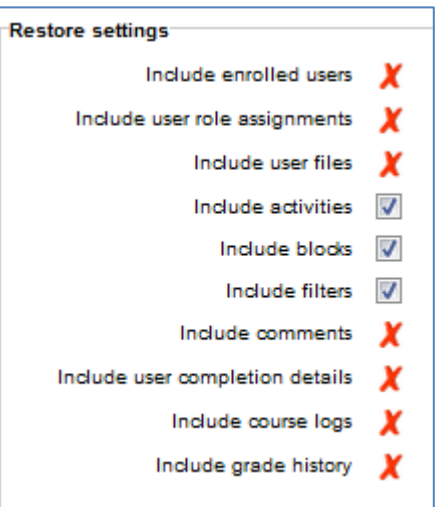
On the next screen that appears, you will see a long list of details of what is included in the back-up file. Review it and if it appears to be correct, click the CONTINUE button.

**Save or Keep content already there?**

In this instance, we are going to delete the contents that already exist in the new Moodle shell and replace it with 100% of the contents from the Master Course Content area for this class.

Click on the radial button next to “Delete the contents of this course and then restore.”



<p><b>Omit Types of Content not wanted</b></p>	<p>In this case, we want everything in our backup course file so we do not make any changes to the default settings. You could select the option not to include some of the types of content. This step is for large types of content such as blocks and filters.</p> <p>Click the NEXT button.</p>	
<p><b>Uncheck specific content items not wanted</b></p>	<ul style="list-style-type: none"> <li>• On this next screen you will see a long list of content details. These are specific labels, assignments, resources, quizzes, and other activities that you included in the back-up file. If you don't want a specific item just uncheck the box next to it.</li> <li>• When you have the correct items included in the list you want restored, click the NEXT button.</li> <li>• You don't need to worry about changing the course name or short name areas. You can leave those as they appear in the default.</li> </ul>	
<p><b>Final confirmation screen</b></p>	<p>The next screen shows you with green arrows and red X's what you will and will not restore into the course. You are asked to confirm for the last time. If you see an error, click the BACK button. If not click the PERFORM RESTORE button.</p> <p>It will take a while to first delete the existing content and then restore the new content. The more content you are deleting or restoring, the longer the wait. Patience is a good thing unless it goes to a 20 minute wait. In that case, you can safely close the screen and open a new browser and log in to see if the job was done but the browser failed to move to the next step.</p>	

	<p>When the restore routine is complete, you will get a message telling you it is done and you click the CONTINUE button to go to your eClassroom with the new content.</p>
<b>One Final Step to do</b>	<p>You now need to verify the course settings file to be sure you have it set exactly as you want it.</p> <ol style="list-style-type: none"><li>1. If you have unused blocks/weeks you can delete these.</li><li>2. If your new course is set to weeks but you want topics (or vice versa) you can make that change now.</li><li>3. Set the maximum upload file size. The current default is way too large for most classes.</li><li>4. Be sure to set the enrollment key.</li><li>5. Be sure to set the Student Progress - course completion / tracking to enable and check the box to begin on enrollment.</li><li>6. Make the course available to students once the course is ready.</li><li>7. Make any other changes you want to make.</li><li>8. Save changes.</li></ol>
	<p>This concludes the tutorial on Moodle 2 Back-up and Restore Routines.</p>