# Moodle Quick Start Guide: Copying Course Content Using Backup and Restore

We now have two Moodle servers: the main Moodle server at http://moodle.bucknell.edu, and an archive server at http://moodle-archive1.bucknell.edu that holds most past Moodle courses. If you want to copy materials from a past course (on the archive server) to a current course (on the main server), you will need to use the "backup and restore" process. The following instructions explain how to perform both steps of that process:

I.   Create a Backup of the Past Course

1. Go to our Moodle archive server at http://moodle-archive1.bucknell.edu.
2. Look for the **Current Course List** module on the right-hand side of the screen. You'll need to click on the rightward-facing triangle next to "Other courses" to view your full list of past courses:
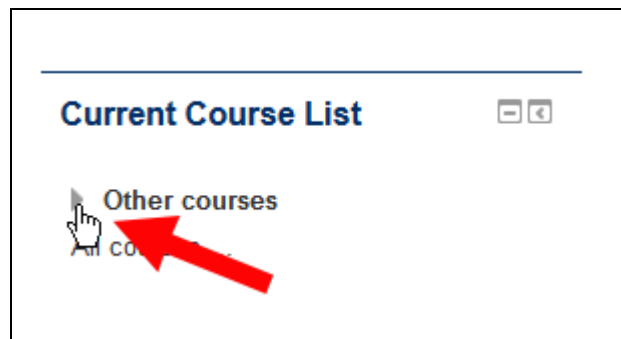

3. Click on the link for your course among the list of courses associated with your account.
4. Within the Administration block on the right-hand side of the course, click on the "Edit settings" link:
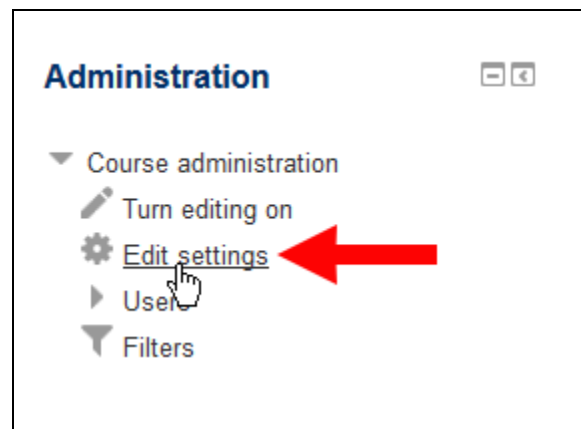

5. You'll need to determine how many Topic areas you have in the past course. To do that, scroll down on the "Edit course settings" page until you reach the "Course format" section. Click on the rightward-facing triangle next to Course format to expand that section:

6. Take note of the "Number of sections" listed in that "Course format" area::
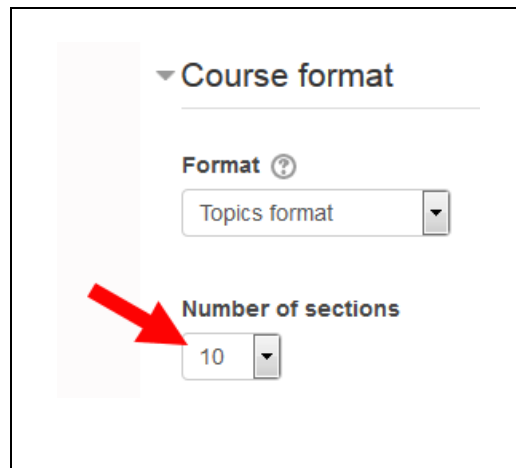
7. You can scroll to the bottom of the page and click on the "Cancel" button, since we won't be making any changes to the past course.
8. Scroll down in the course again so that you can see the Administration area on the right-hand side of the page, and click on the "Backup" link:
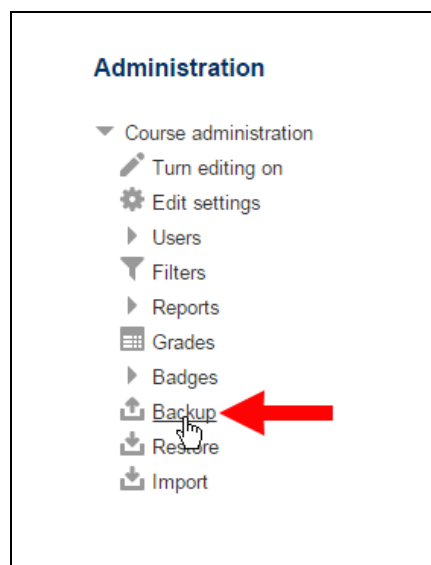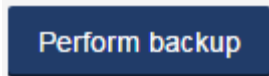
9. You will see a "Backup settings" page. You'll want to de-select "Include enrolled users," since you will want only course content, and *not* the users from the past course:
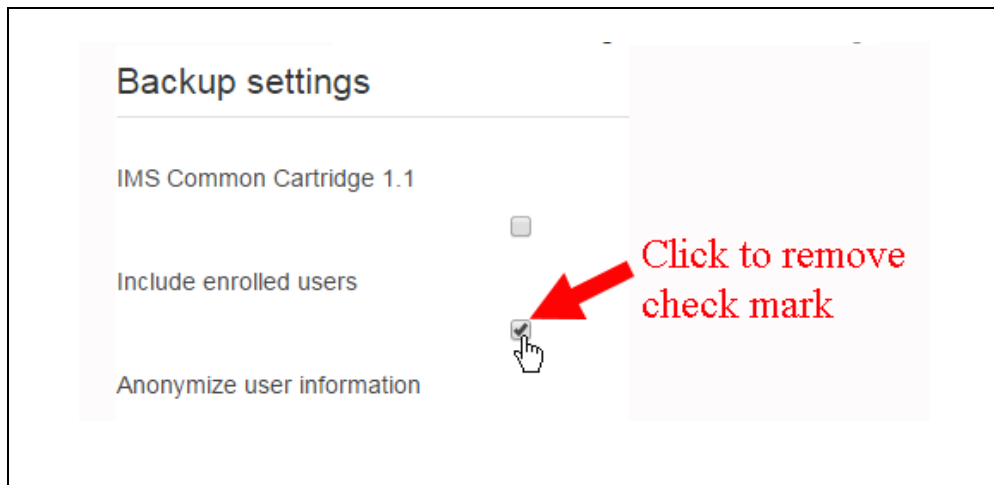
10. Scroll down to the bottom of the page, and click on the **Next** button.
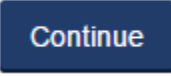11. Moodle will list all the content in your Topic areas, along with a row of red X marks, indicating that you won't be including user data. Scroll down to the bottom of the page, and click on the **Next** button again.
12. Moodle will load another summary page. Scroll down to the bottom, and click on the **Perform backup** button.
13. You will see a progress bar move across the page. Depending on the size of your course, it may take Moodle a few minutes to create the backup file.
14. Moodle will tell you that "The backup file was successfully created." Click on the **Continue** button to be taken to the Course backup area.
15. Scroll down on the page to find that "Course backup area." The backup you created will be the first course listed there. In the row for the course, click on the "Download" link:
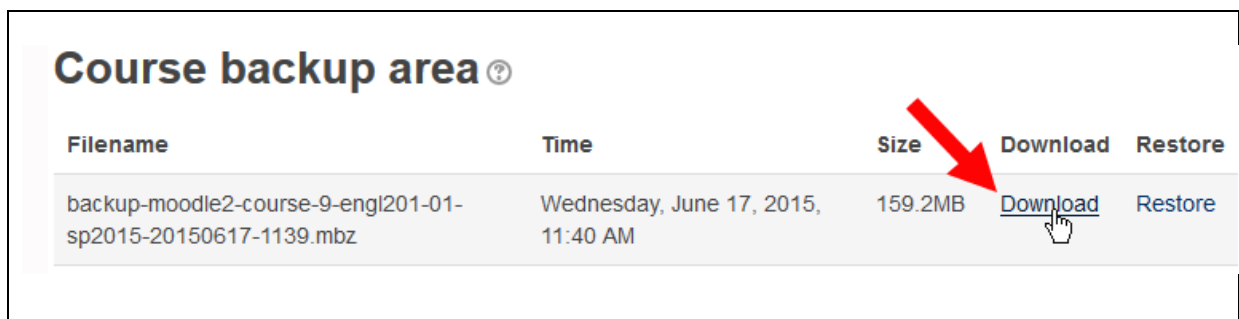
16. Different browsers treat downloads differently. On Firefox, you can see the current downloads by clicking on the downward-facing arrow among the icons at the top-right of the screen. You can then click on a folder icon to view the downloaded file within that "Downloads" folder:
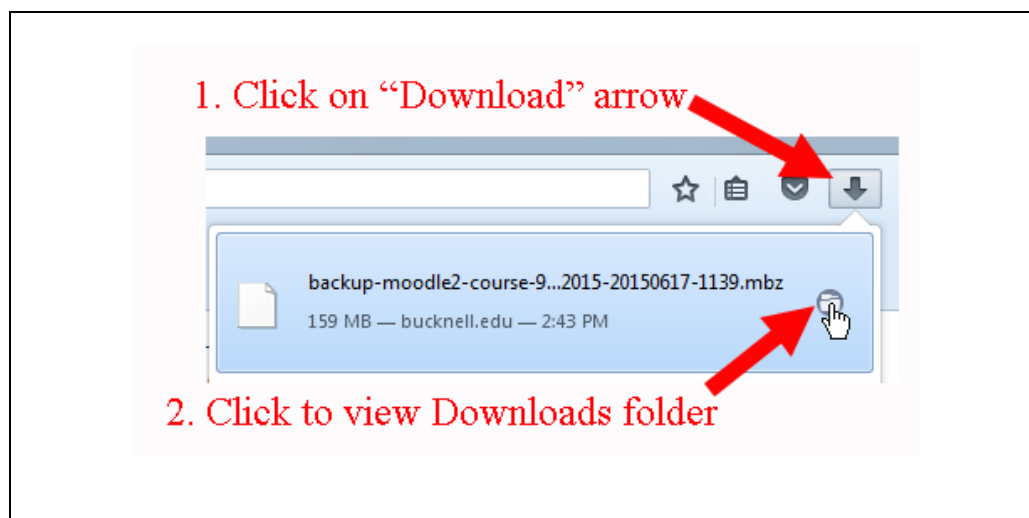

17. As you can see in the figure above, the filename will begin with "backup-moodle2-course." The Course Short Name will be part of the file name as well, along with the date and time that you created the backup. Once you click on the icon to open the Downloads folder, **you'll want to keep that "Downloads" folder window open on your computer**.

II.   Restore the Course Backup onto the Current Version of the Course

1. Of the two process we are describing, this "restore" part is the more complicated and requires careful attention to particular settings. You'll need to return to your browser window, but this time you'll be going to our main Moodle server: http://moodle.bucknell.edu.
2. In the Current Course List module at the right-side of the page, click on the rightward-facing triangle to expand your list of courses. Please note that the course may be under "Current courses" or "Future courses," depending on when you are trying to restore the course content:
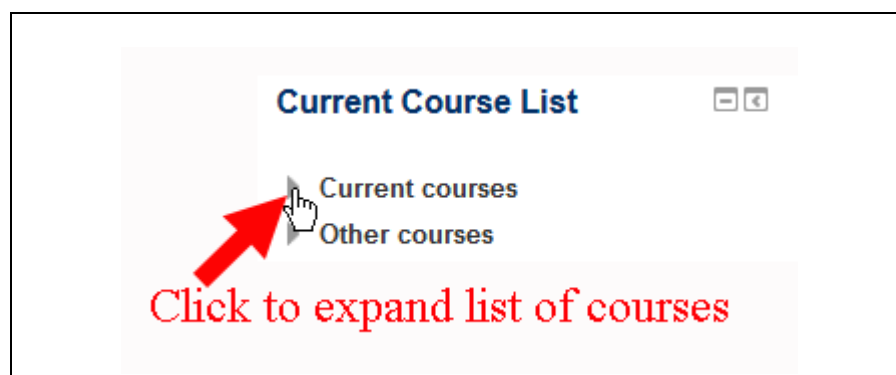
3. Find and click on the link for the new course in which you want to restore the old content.
4. As you did with the earlier course, you will need to click on the Edit settings link in the course administration area:
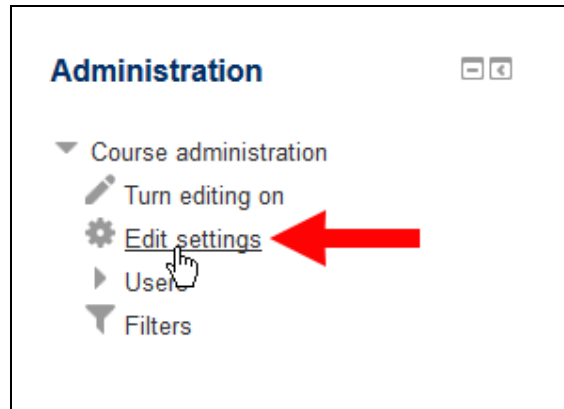

5. You'll need to remember the "Course full name" and the "Course short name" for a later step. We **strongly recommend** that you write down both of those values on a piece of paper before making any additional changes:
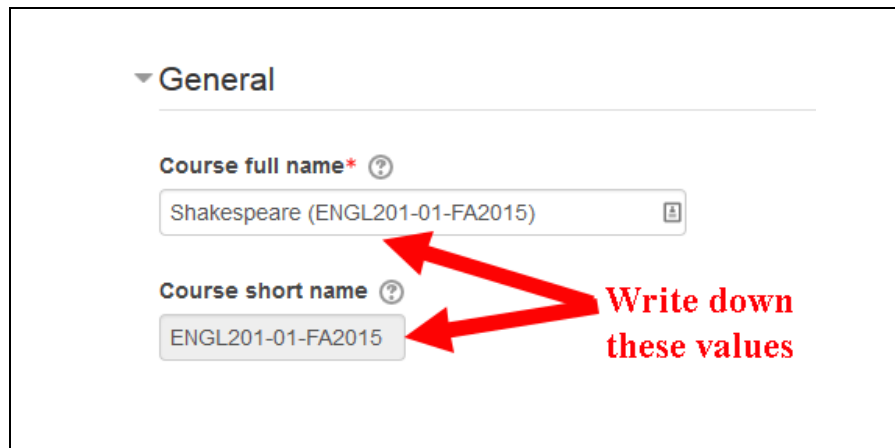
6. Scroll down to the Course format section, and click on the rightward-facing triangle to expand that section:

7. The default value for the "Number of sections" is 6. You'll want to click on the downward-facing arrow to expand that list of numbers, and then click on the number that represents the total you found in the earlier version of the course:
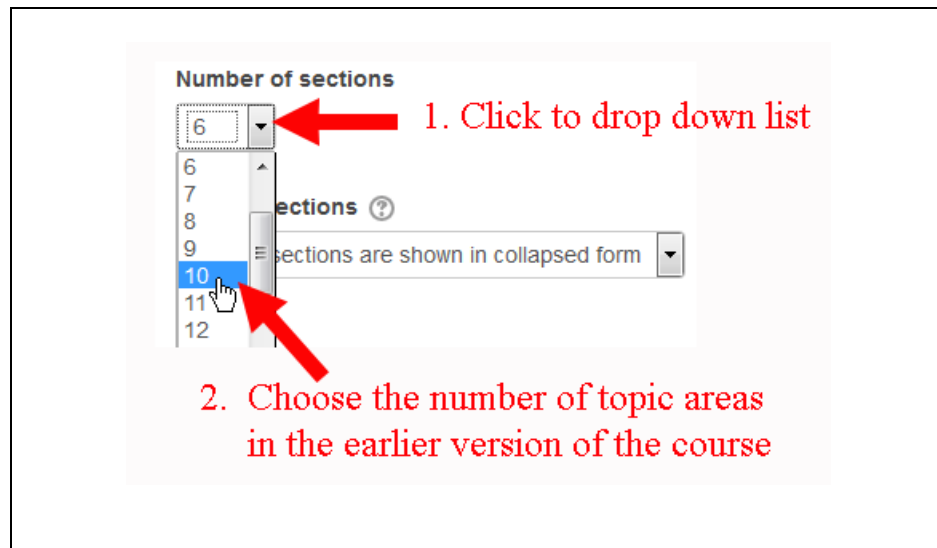

8. Scroll down to the bottom of the page, and click on the **Save changes** button.
9. Within the Administration block on the right-hand side of the page, click on the "Restore" link:
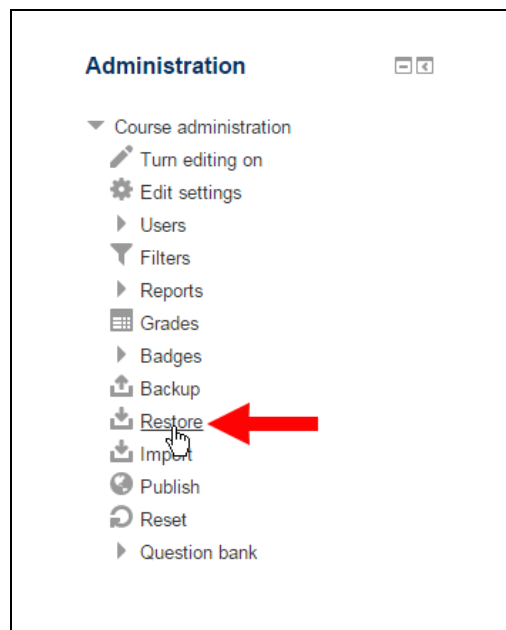
10. Moodle will open a page where you can import your course backup file. The simplest way to do that is to use the "drag-and-drop" method. You'll need to return to the window where you were displaying

your Downloads folder. You can drag the "backup-moodle2-course. . ." into the hashed rectangle in the middle of the screen:
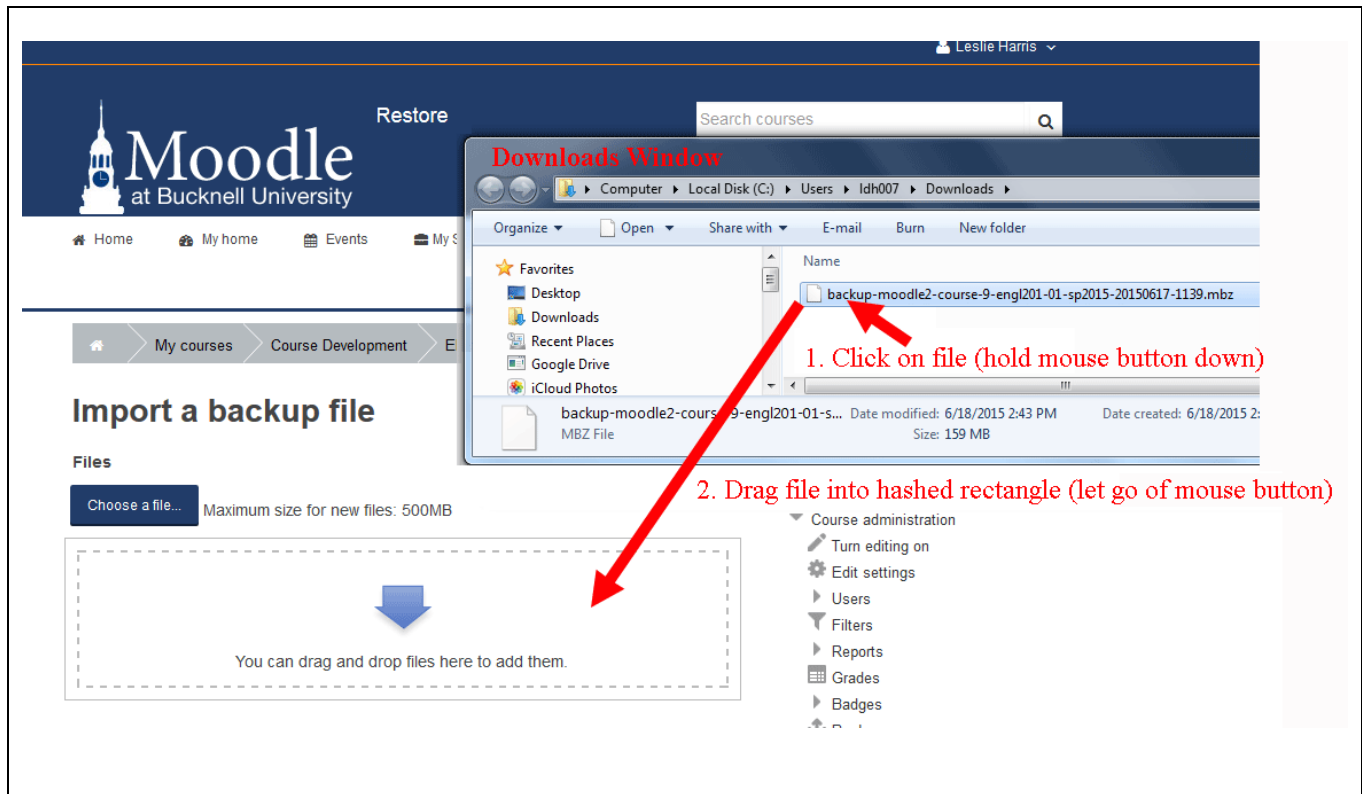
11. A progress bar will move across the screen as Moodle uploads the backup file onto the server. When the file has finished uploading, the bar will disappear, and you will see just the file name in that upload window. Click on the ⟦Restore⟧ button just below the rectangle where you dropped the backup file.

12. Moodle will list various details about the backup file. Scroll down to the bottom of the page, and click on the ⟦Continue⟧ button.

13. From this point onwards, you will need to *pay careful attention* to the particular settings. You will want to restore the content from the backup file onto the current course, so **make sure that you are looking at the "Restore into this course" section**. "Merge the backup course into this course" should be selected, so click on the Contine button in the "Restore into this course" section of the page:
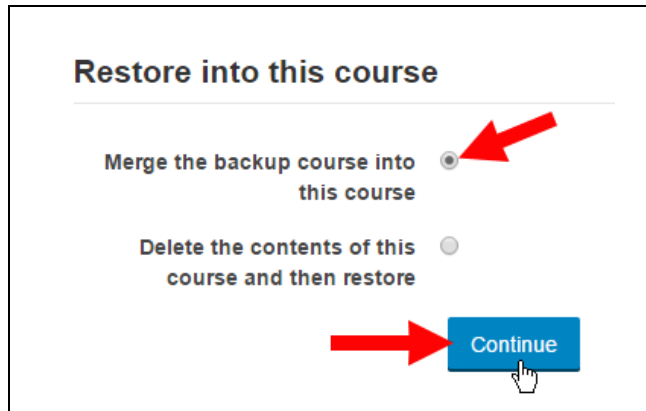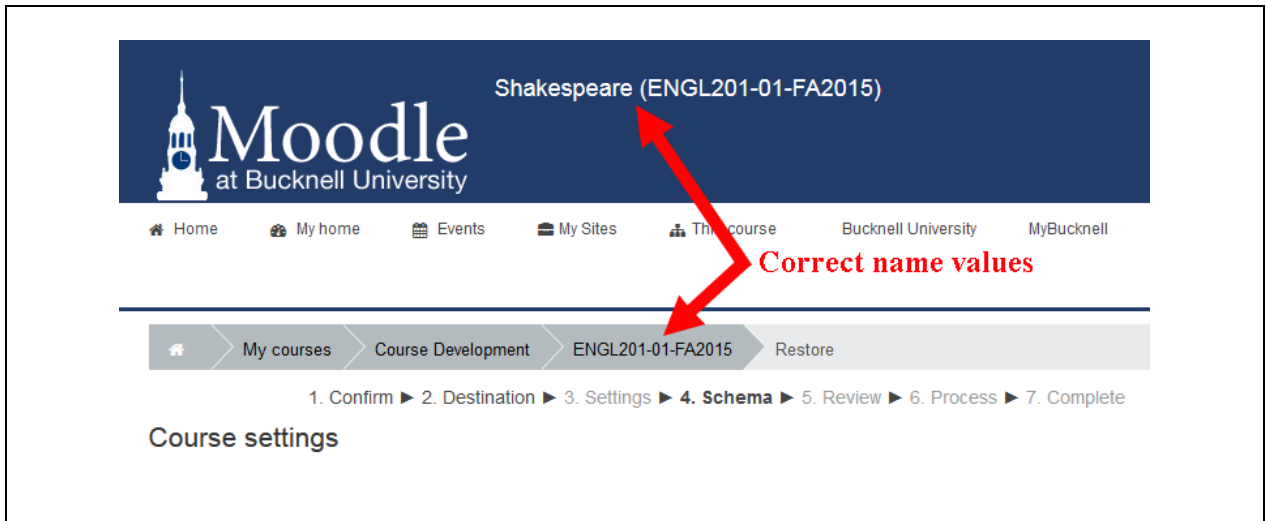
14. Scroll down to the bottom of the "Restore settings" page, and click on the **Next** button on the bottom right.

15. The "Course settings" page is the where faculty members most often make mistakes. Moodle will have filled in the "Course name" and "Course short name" values with information from the backup file, and that past information is **not** what you want. You'll need to correct those entries with the information you wrote down in Step 5 above. Usually, you will just need to change the semester value in both the "Course name" and the "Course short name" so that the semester represents the current semester:
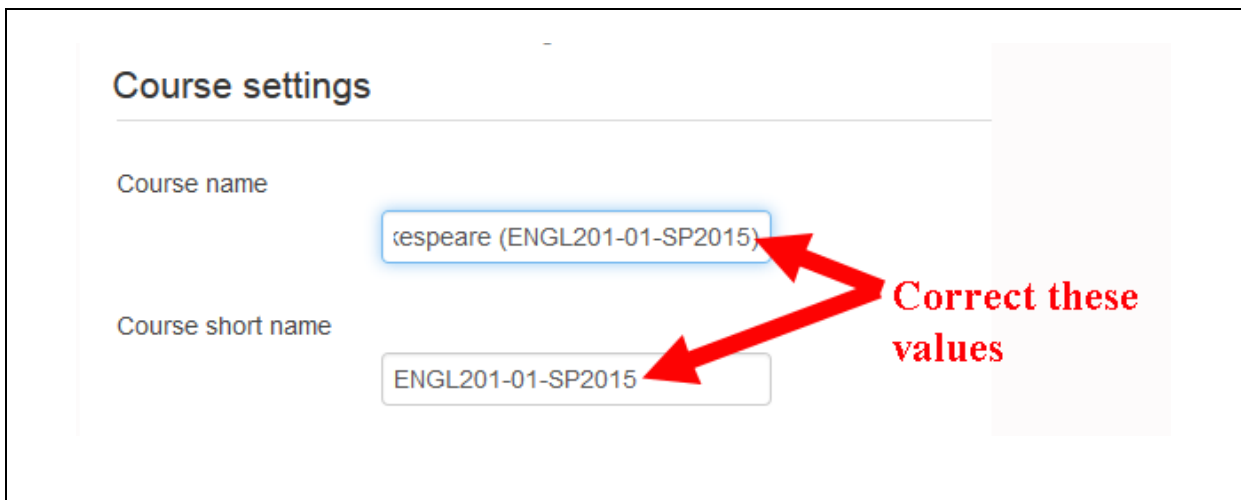
You can actually find the correct values in the navigation trail above the Course settings title and in the course title near the top of the page. Those are the values that you need to enter in the appropriate place on the Course settings page:

16. Once you have corrected the Course name and Course short name, scroll down to the bottom of the page, and click on the **Next** button.

17. Moodle will once again provide a summary of what you are restoring. Scroll down to the bottom of the page, and click on the **Perform restore** button.

18. A progress bar will again move across the screen. It may take several minutes for Moodle to restore your course, depending on how much data is in it. Moodle will inform you (with text in a green rectangle) that the "course was restored successfully."

19. Click on the **Continue** button to view your new course with the past data successfully restored into it.

20. It's possible that you will have two copies of the News Forum – one that came from your past course, and one that was already present in the current version of the course. To remove the extra News Forum, click on the **Turn editing on** button near the top of the page, and then click on the "Edit" link at the far-right side of the row containing one of the two News Forum links. Click on the Delete link, and then click on "Yes" to confirm that you want to delete the extra News Forum. You will now have only a single News Forum in the course.